Position Title	Hourly Salary
Accounting Specialist	$ 31.35
Accounts Payable Supervisor	$ 42.30
Accounts Receivable and Revenue Control Finance Manager	$ 71.48
Administrative Assistant	$ 24.40
Administrative Receptionist	$ 24.88
Air Service Development Manager	$ 52.26
Airfield and Grounds Manager	$ 44.42
Airfield Compliance Manager	$ 46.19
Airfield Operations Duty Manager	$ 46.32
Airfield Supervisor	$ 33.65
Airfield Supervisor	$ 36.06
Airfield Supervisor	$ 34.00
Airfield Technician I	$ 27.81
Airfield Technician I	$ 25.19
Airfield Technician I	$ 24.18
Airfield Technician I	$ 26.09
Airfield Technician I	$ 25.97
Airfield Technician I	$ 26.35
Airfield Technician I	$ 22.82
Airfield Technician I	$ 22.82
Airfield Technician I	$ 22.82
Airfield Technician I	$ 22.82
Airfield Technician I	$ 22.82
Airfield Technician I	$ 22.82
Airfield Technician I	$ 22.82
Airfield Technician I	$ 22.82
Airfield Technician I	$ 22.82
Airfield Technician I	$ 24.00
Airfield Technician II	$ 29.94
Airfield Technician II	$ 29.00
Airfield Technician II	$ 26.58
Airfield Technician III	$ 28.67
Airport Concessions Manager	$ 45.67
Airport Credentials Specialist	$ 24.00
Airport Credentials Specialist	$ 24.47
Airport Credentials Specialist	$ 24.00
Airport Duty Manager	$ 45.67
Airport Duty Manager	$ 48.66
Airport Duty Manager	$ 49.16
Airport Duty Manager	$ 47.50
Airport Duty Manager	$ 47.50
Airport Duty Manager	$ 46.63
Airport Emergency Operations Manager	$ 55.29

Position Title	Hourly Salary
Airport Operations Contracts Manager	$ 40.87
Airport Operations Manager-Airfield	$ 38.63
Airport Operations Manager-Airfield	$ 38.63
Airport Operations Manager-Airfield	$ 37.32
Airport Operations Manager-Airfield	$ 37.11
Airport Operations Manager-Airfield	$ 38.63
Airport Operations Manager-Airfield	$ 36.06
Airport Operations Manager-Airfield	$ 37.32
Airport Operations Manager-Airfield	$ 37.98
Airport Operations Manager-Airfield	$ 36.06
Airport Operations Manager-Terminal	$ 53.00
Airport Operations Manager-Terminal	$ 36.06
Airport Operations Manager-Terminal	$ 39.66
Airport Operations Manager-Terminal	$ 36.06
Airport Operations Manager-Terminal	$ 38.81
Airport Operations Manager-Terminal	$ 36.06
Airport Operations Manager-Terminal	$ 37.50
Airport Operations Supervisor-Airfield	$ 27.82
Airport Operations Supervisor-Airfield	$ 27.86
Airport Operations Supervisor-Airfield	$ 25.96
Airport Operations Supervisor-Airfield	$ 25.96
Airport Operations Supervisor-Airfield	$ 25.96
Airport Operations Supervisor-AOC	$ 33.28
Airport Operations Supervisor-AOC	$ 33.28
Airport Operations Supervisor-AOC	$ 33.28
Airport Operations Supervisor-AOC	$ 33.60
Airport Operations Supervisor-AOC	$ 33.28
Airport Operations Supervisor-AOC	$ 32.00
AOC Dispatcher II	$ 26.00
AOC Dispatcher II	$ 26.47
AOC Dispatcher II	$ 25.64
AOC Dispatcher II	$ 25.56
AOC Dispatcher II	$ 25.42
AOC Dispatcher II	$ 25.83
AOC Dispatcher II	$ 24.84
AOC Dispatcher II	$ 24.42
AOC Dispatcher II	$ 24.84
AOC Dispatcher II	$ 24.56
AOC Dispatcher II	$ 24.07
AOC Dispatcher II	$ 25.35
AOC Dispatcher II	$ 24.28
AOC Dispatcher III	$ 37.58
AOC Dispatcher III	$ 30.58

Position Title	Hourly Salary
AOC Dispatcher III	$ 32.65
AOC Dispatcher III	$ 39.99
AOC Dispatcher III	$ 35.88
AOC Dispatcher III	$ 30.19
AOC Dispatcher III	$ 29.97
AOC Dispatcher III	$ 34.28
AOC Dispatcher III	$ 29.99
AOC Dispatcher III	$ 29.99
AOC Dispatcher III	$ 29.40
AOC Dispatcher III	$ 29.23
AOC Dispatcher III	$ 28.49
AOC Dispatcher III	$ 28.00
AOC Dispatcher III	$ 28.25
AOC Dispatcher III	$ 28.00
AOC Dispatcher III	$ 28.00
AOC Public Safety Manager	$ 52.69
Application Developer II	$ 49.24
Applications Development Manager	$ 66.01
Asset Manager	$ 57.69
Assistant General Counsel	$ 112.50
Assistant General Counsel	$ 133.64
Assistant General Counsel	$ 114.00
Audit Manager	$ 61.54
Automated People Mover Systems Manager	$ 59.79
BIM/CAD Manager	$ 57.11
Board Services Administrator	$ 48.72
Budget Manager	$ 59.00
Building Fire Systems Technician	$ 25.55
Building Maintenance Manager	$ 46.26
Building Maintenance Supervisor	$ 34.82
Building Maintenance Supervisor	$ 32.16
Building Maintenance Technician I	$ 26.21
Building Maintenance Technician I	$ 26.21
Building Maintenance Technician I	$ 25.69
Building Maintenance Technician I	$ 22.82
Building Maintenance Technician I	$ 22.82
Building Maintenance Technician II	$ 31.15
Building Maintenance Technician II	$ 28.11
Building Maintenance Technician II	$ 26.58
Building Maintenance Technician II	$ 25.55
Building Service Plumber	$ 29.46
Building Service Plumber	$ 29.74
Building Service Plumber	$ 28.11

Position Title	Hourly Salary
Building Service Plumber	$ 22.82
Business Analyst	$ 36.69
Business Office Manager (Concessions and Commercial Parking)	$ 40.53
Business Office Manager (General Aviation)	$ 38.33
Business Office Manager (HR & Administration)	$ 40.38
Business Office Manager (Maintenance)	$ 40.87
Business Office Manager (Marketing)	$ 40.72
Business Office Manager (Planning & Development)	$ 40.87
Business Office Manager (Procurement)	$ 38.00
Business Office Manager (Real Estate)	$ 41.47
Business Systems Analysis Manager	$ 57.47
Business Systems Analysis Manager	$ 62.31
Business Systems Analyst II	$ 54.34
Business Systems Analyst II	$ 52.52
Capital Planning Senior Analyst	$ 48.66
Chief Commercial Officer	$ 202.43
Chief Development Officer	$ 194.31
Chief Executive Officer	$ 326.92
Chief Financial Officer	$ 199.44
Chief Legal Officer/General Counsel	$ 189.90
Chief Operating Officer	$ 252.40
Commercial Parking and Ground Transportation Manager	$ 48.90
Commercial Parking Systems Manager	$ 44.81
Commercial Real Estate Specialist	$ 35.49
Communications Manager	$ 46.28
Communications Manager	$ 44.60
Community Relations Certification Specialist	$ 46.01
Community Relations Compliance Specialist	$ 39.59
Concession Compliance Manager	$ 42.31
Contracts Manager	$ 49.71
Contracts Manager	$ 46.63
Credentials and Access Compliance Manager	$ 42.50
Cyber Security Engineer	$ 58.84
Development Committee Manager	$ 43.27
Development Committee Manager	$ 55.93
Digital Technology and Innovation Manager	$ 67.31
Director of Air Service Development	$ 99.33
Director of Airport Concessions	$ 80.31
Director of Airport Operations & Emergency Management	$ 82.00
Director of Airport Properties and Airline Affairs	$ 95.33
Director of Capital Programs	$ 86.28
Director of Commercial Parking & Ground Transportation	$ 98.02
Director of Commercial Real Estate	$ 105.87

Position Title	Hourly Salary
Director of Communications	$ 92.72
Director of Construction	$ 90.38
Director of Construction	$ 114.45
Director of Design	$ 114.45
Director of Digital Technologies & Innovation	$ 105.75
Director of Enterprise Application Services	$ 92.57
Director of Enterprise Risk Management and Safety	$ 88.94
Director of Finance	$ 91.35
Director of Government Affairs & Community Relations	$ 100.36
Director of ITS Enterprise Operations & Client Services	$ 94.42
Director of Marketing	$ 88.70
Director of Planning	$ 90.50
Director of Plant and Facilities	$ 93.75
Director of Procurement, Capital Programs and ITS	$ 83.20
Director of Procurement, Non-Capital Programs and Materials Management	$ 83.20
Director of Systems and Grounds	$ 93.75
Director of Terminal Operations and Guest Experience	$ 90.23
Electrical Manager	$ 45.81
Electrical Supervisor	$ 34.88
Electrical Supervisor	$ 35.04
Electrical Supervisor	$ 34.91
Electrician I	$ 25.70
Electrician I	$ 24.57
Electrician I	$ 22.88
Electrician I	$ 22.82
Electrician II	$ 33.05
Electrician II	$ 31.05
Electrician II	$ 30.75
Electrician II	$ 30.08
Electrician II	$ 30.23
Electrician II	$ 29.06
Electrician II	$ 28.25
Electrician II	$ 28.98
Electrician III	$ 37.17
Electrician III	$ 31.99
Electronics Manager	$ 44.46
Electronics Supervisor	$ 39.42
Electronics Supervisor	$ 39.42
Electronics Technician I	$ 31.49
Electronics Technician I	$ 28.75
Electronics Technician II	$ 37.62
Electronics Technician II	$ 31.68
Electronics Technician II	$ 34.88

Position Title	Hourly Salary
Electronics Technician II	$ 33.00
Electronics Technician III	$ 31.00
Emergency Operations Intern	$ 20.00
Evidence Technician	$ 28.08
Executive Assistant-Marketing & Communications	$ 43.18
Executive Assistant-Operations & Customer Service	$ 47.41
Finance Revenue & Contract Administrator	$ 54.00
Financial Analysis and Reporting Manager	$ 50.78
Fixed Asset Analyst	$ 38.71
Fleet Manager	$ 43.71
Fleet Supervisor	$ 34.95
Fleet Technician I	$ 27.09
Fleet Technician I	$ 25.55
Fleet Technician I	$ 28.10
Fleet Technician I	$ 25.55
Fleet Technician II	$ 31.05
Fleet Technician II	$ 29.00
GA Capital Projects Manager	$ 51.50
GA Capital Projects MultiTrades Worker III	$ 31.95
GA Capital Projects MultiTrades Worker III	$ 26.92
GA Capital Projects MultiTrades Worker III	$ 30.87
GA Capital Projects MultiTrades Worker III	$ 26.00
GA Maintenance Operations Lead	$ 29.33
GA Maintenance Operations Lead	$ 30.58
GA Maintenance Operations Lead	$ 33.64
GA Maintenance Operations Lead	$ 30.58
GA Maintenance Operations Lead	$ 34.42
GA Maintenance Operations Lead	$ 26.01
GA Maintenance Operations Manager	$ 45.19
General Aviation Operations Manager	$ 45.98
Grounds Supervisor	$ 37.69
Grounds Supervisor	$ 30.92
Grounds Technician I	$ 22.68
Grounds Technician I	$ 21.83
Grounds Technician I	$ 21.83
Grounds Technician I	$ 21.83
Grounds Technician I	$ 21.40
Grounds Technician I	$ 21.40
Grounds Technician I	$ 21.40
Grounds Technician I	$ 21.40
Grounds Technician I	$ 21.40
Grounds Technician I	$ 21.40
Grounds Technician II	$ 28.98

Position Title	Hourly Salary
Grounds Technician II	$ 25.64
Grounds Technician II	$ 24.54
Grounds Technician II	$ 28.00
Grounds Technician II	$ 22.82
Guest Experience Manager	$ 39.46
Guest Experience Representative	$ 19.72
Guest Experience Representative	$ 19.67
Guest Experience Representative	$ 20.54
Guest Experience Representative	$ 22.21
Guest Experience Representative	$ 18.75
Guest Experience Representative	$ 18.86
Guest Experience Representative	$ 18.03
Guest Experience Representative	$ 18.03
Guest Experience Representative	$ 18.30
Guest Experience Representative	$ 18.03
Guest Experience Representative	$ 18.03
Guest Experience Representative	$ 20.00
Guest Experience Representative	$ 20.00
Guest Experience Representative	$ 18.03
Guest Experience Representative	$ 18.03
Guest Experience Supervisor	$ 26.00
Guest Experience Supervisor	$ 29.89
Guest Experience Supervisor	$ 26.91
Horticultural Technician I	$ 27.81
Horticultural Technician I	$ 22.82
Horticultural Technician II	$ 27.82
HR Business Partner	$ 37.50
HVAC Building Automation Specialist	$ 37.69
HVAC Manager	$ 44.48
HVAC Supervisor	$ 34.84
HVAC Supervisor	$ 34.87
HVAC Technician I	$ 29.07
HVAC Technician I	$ 32.15
HVAC Technician II	$ 30.49
HVAC Technician II	$ 27.45
HVAC Technician III	$ 32.57
HVAC Technician III	$ 33.65
HVAC Technician III	$ 31.84
HVAC Technician III	$ 28.11
HVAC Technician III	$ 28.11
HVAC Technician III	$ 28.11
IT Project Manager	$ 45.67
ITS Cloud Architect	$ 47.68

Position Title	Hourly Salary
ITS Support Specialist	$ 30.29
ITS Associate Desktop Technician	$ 46.60
ITS Associate Support Specialist	$ 33.85
ITS Associate Support Specialist	$ 33.65
ITS Desktop Technician I	$ 34.33
ITS Network Engineer	$ 59.27
ITS Network Engineer	$ 54.72
ITS Network Engineer	$ 54.40
ITS Network Engineer	$ 53.13
ITS Network Engineer	$ 49.04
ITS Passenger Processing Specialist I	$ 34.33
ITS Passenger Processing Specialist I	$ 34.62
ITS Passenger Processing Specialist I	$ 34.62
ITS Passenger Processing Specialist II	$ 38.31
ITS System Administrator	$ 48.46
ITS Systems Engineer	$ 49.33
Junior Information Security Analyst	$ 48.92
Junior Information Security Analyst	$ 47.84
Lead Credentials Specialist	$ 30.85
Lead IT Project Manager	$ 66.89
Lead ITS Network Engineer	$ 63.96
Lead ITS Support Specialist	$ 45.67
Lead ITS Systems Engineer	$ 60.36
Leadership and Employee Development Manager	$ 53.81
Legal Intern	$ 35.00
Logistics Coordinator	$ 31.15
Lost and Found Property Control Coordinator	$ 29.46
Lost and Found Property Control Coordinator	$ 27.22
Maintenance Duty Manager	$ 39.42
Maintenance Duty Manager	$ 38.46
Maintenance Project Manager	$ 59.57
Maintenance Projects Manager	$ 46.58
Maintenance Projects Supervisor	$ 35.25
Maintenance Projects Supervisor	$ 31.54
Maintenance Projects Technician I	$ 27.81
Maintenance Projects Technician I	$ 24.18
Maintenance Projects Technician I	$ 22.82
Maintenance Projects Technician I	$ 22.82
Maintenance Projects Technician II	$ 28.98
Maintenance Projects Technician II	$ 31.12
Maintenance Projects Technician III	$ 32.04
Marketing Coordinator	$ 34.27
Marketing Events Manager	$ 48.68

Position Title	Hourly Salary
Marketing Manager	$ 58.88
Marketing Media Producer	$ 46.37
Materials Management Manager	$ 40.57
Operations Project Manager	$ 63.44
Passenger Processing Manager	$ 62.50
Payroll Operations Finance Manager	$ 65.14
Police Captain	$ 88.94
Police Captain	$ 88.94
Police Corporal	$ 46.05
Police Corporal	$ 48.47
Police Corporal	$ 40.56
Police Corporal	$ 42.16
Police Corporal	$ 40.56
Police Corporal	$ 44.78
Police Corporal	$ 36.63
Police Lieutenant	$ 63.45
Police Lieutenant	$ 63.37
Police Lieutenant	$ 61.36
Police Lieutenant	$ 62.16
Police Officer	$ 48.58
Police Officer	$ 42.80
Police Officer	$ 38.34
Police Officer	$ 40.57
Police Officer	$ 36.61
Police Officer	$ 37.30
Police Officer	$ 39.16
Police Officer	$ 38.89
Police Officer	$ 31.34
Police Officer	$ 37.33
Police Officer	$ 37.41
Police Officer	$ 43.20
Police Officer	$ 35.70
Police Officer	$ 28.20
Police Officer	$ 35.87
Police Officer	$ 38.53
Police Officer	$ 36.27
Police Officer	$ 32.30
Police Officer	$ 43.30
Police Officer	$ 43.26
Police Officer	$ 37.60
Police Officer	$ 38.34
Police Officer	$ 36.51
Police Officer	$ 35.61

Position Title	Hourly Salary
Police Officer	$ 34.82
Police Officer	$ 37.58
Police Officer	$ 33.49
Police Officer	$ 32.84
Police Officer	$ 33.49
Police Officer	$ 35.28
Police Officer	$ 35.28
Police Officer	$ 42.44
Police Officer	$ 32.45
Police Officer	$ 30.85
Police Officer	$ 32.79
Police Officer	$ 32.98
Police Officer	$ 32.49
Police Officer	$ 30.59
Police Officer	$ 36.60
Police Officer	$ 29.19
Police Officer	$ 29.96
Police Officer	$ 30.72
Police Officer	$ 31.08
Police Officer	$ 29.71
Police Officer	$ 30.06
Police Officer	$ 29.46
Police Officer	$ 30.24
Police Officer	$ 29.20
Police Officer	$ 29.20
Police Officer	$ 29.20
Police Officer	$ 29.20
Police Sergeant	$ 58.85
Police Sergeant	$ 58.84
Police Sergeant	$ 50.82
Police Sergeant	$ 58.01
Police Sergeant	$ 52.38
Police Sergeant	$ 55.50
Police Sergeant	$ 50.82
Procurement Agent	$ 40.92
Procurement Agent	$ 37.08
Procurement Agent	$ 35.15
Procurement Agent	$ 33.65
Procurement Agent	$ 33.65
Procurement Agent	$ 33.65
Procurement Agent	$ 33.65
Procurement Programs Manager	$ 38.46
Procurement Project Consultant	$ 86.66

Position Title	Hourly Salary
Projects and Grants Finance Manager	$ 67.07
Projects Control Senior Analyst	$ 39.85
Projects Control Senior Analyst	$ 51.02
Property Control Specialist	$ 27.26
Property Control Specialist	$ 24.64
Public Administrative Specialist I	$ 20.18
Public Administrative Specialist II	$ 28.14
Public Safety Administration Manager	$ 52.88
Public Safety Compliance Manager	$ 49.25
Real Estate Project Manager	$ 50.40
Real Estate Project Manager	$ 70.01
Records and Information Analyst I	$ 39.59
Records and Information Coordinator	$ 22.12
Records and Information Manager	$ 51.31
Records and Information Technician	$ 32.17
Research Data Analyst	$ 34.16
Risk Management Specialist	$ 32.69
Security Operations Compliance Manager	$ 46.19
Security Projects and Access Control Compliance Manager	$ 44.71
Seinor Systems Baggage Operator	$ 28.28
Senior Accountant-Accounts Receivable	$ 38.69
Senior Accountant-General Ledger	$ 36.06
Senior Accountant-Payroll	$ 37.07
Senior Accountant-Treasury	$ 42.00
Senior Administrative Assistant	$ 32.78
Senior Application Developer I	$ 64.09
Senior Auditor	$ 43.75
Senior Business Analyst	$ 45.70
Senior Business Systems Analyst I	$ 54.28
Senior Business Systems Analyst II	$ 54.10
Senior Construction Inspector	$ 47.38
Senior Construction Inspector	$ 46.87
Senior Construction Inspector	$ 49.04
Senior Construction Inspector	$ 44.80
Senior Construction Project Manager	$ 63.70
Senior Construction Project Manager	$ 57.69
Senior Culture & Experience Business Partner	$ 49.75
Senior Database Administrator	$ 55.29
Senior Executive Administrative Assistant to CEO	$ 51.37
Senior Financial Planning Analyst	$ 51.41
Senior Guest Experience Representative	$ 24.58
Senior Human Resources Analyst	$ 48.08
Senior Human Resources Business Partner	$ 52.88

Position Title	Hourly Salary
Senior Human Resources Business Partner	$ 53.85
Senior Human Resources Business Partner	$ 45.67
Senior Information Security Analyst	$ 62.07
Senior IT Business Analyst	$ 58.43
Senior IT Project Manager	$ 58.04
Senior ITS Digital Technology Specialist	$ 56.57
Senior ITS Digital Technology Specialist	$ 52.35
Senior ITS Network Engineer	$ 55.38
Senior ITS System Administrator	$ 49.68
Senior ITS Systems Engineer	$ 57.12
Senior ITS Systems Engineer	$ 53.75
Senior Legal Administrator	$ 43.27
Senior Lost and Found Property Control Coordinator	$ 34.87
Senior Lost and Found Property Control Coordinator	$ 26.25
Senior Manager of Security Compliance	$ 62.50
Senior Manager of Accounting	$ 74.23
Senior Manager of Airport Concessions	$ 72.41
Senior Manager of Airport Operations Center	$ 57.69
Senior Manager of Airport Safety	$ 57.69
Senior Manager of Brand Strategy and User Experience	$ 66.15
Senior Manager of Business Architecture & Product Support	$ 68.49
Senior Manager of Client & Field Services	$ 62.40
Senior Manager of Commercial Parking and Ground Transportation	$ 75.63
Senior Manager of Commercial Real Estate	$ 59.42
Senior Manager of Communications	$ 62.33
Senior Manager of Community Relations	$ 70.51
Senior Manager of Construction	$ 72.12
Senior Manager of Construction	$ 72.12
Senior Manager of Construction	$ 74.52
Senior Manager of Construction	$ 72.12
Senior Manager of Digital Marketing & Strategy	$ 64.43
Senior Manager of Enterprise Service Delivery	$ 73.70
Senior Manager of Environmental Services	$ 76.75
Senior Manager of Facilities	$ 64.90
Senior Manager of GA Capital Projects, Business & Admin	$ 71.69
Senior Manager of GA Operations & Maintenance	$ 65.00
Senior Manager of Grounds	$ 64.90
Senior Manager of Guest Experience and Lost & Found	$ 64.74
Senior Manager of Information Security Office	$ 71.19
Senior Manager of Innovation	$ 73.02
Senior Manager of Internal Audit	$ 68.82
Senior Manager of Internal Audit	$ 63.94
Senior Manager of IT Infrastructure	$ 79.55

Position Title	Hourly Salary
Senior Manager of Leadership and Employee Development	$ 61.30
Senior Manager of Operations Support	$ 64.43
Senior Manager of Planning	$ 72.83
Senior Manager of Planning and Design	$ 73.66
Senior Manager of Planning and Design	$ 74.04
Senior Manager of Planning and Design	$ 73.82
Senior Manager of Plant Operations	$ 64.90
Senior Manager of Procurement, Capital Programs and ITS	$ 57.69
Senior Manager of Procurement, Non-Capital Programs	$ 58.86
Senior Manager of Procurement, Non-Capital Programs	$ 57.69
Senior Manager of Project Controls	$ 72.12
Senior Manager of Risk and Safety	$ 63.70
Senior Manager of Systems	$ 64.90
Senior Manager of Technology Program Management Office	$ 62.50
Senior Manager of Terminal Operations	$ 65.05
Senior Manager of Traffic	$ 59.71
Senior Procurement Agent	$ 44.23
Senior Procurement Agent	$ 41.30
Senior Procurement Agent	$ 41.23
Senior Project Director	$ 65.00
Senior Project Director	$ 66.85
Senior Project Payables Specialist	$ 33.48
Senior Property Control Specialist	$ 29.65
Senior Property Control Specialist	$ 31.76
Senior Property Control Specialist	$ 31.15
Senior Real Estate Project Manager	$ 51.25
Senior Real Estate Project Manager	$ 47.25
Senior Systems Baggage Operator	$ 27.88
Senior Traffic Specialist	$ 26.14
Senior Traffic Specialist	$ 33.31
Senior Traffic Specialist	$ 33.66
Senior Traffic Specialist	$ 28.07
Senior Traffic Specialist	$ 28.07
Sr Systems Baggage Operator	$ 29.02
Sr Systems Baggage Operator	$ 27.88
Sr Systems Baggage Operator	$ 33.35
Sr Systems Baggage Operator	$ 28.04
Staff Accountant	$ 33.65
Sustainability and Resilience Program Director	$ 60.48
Systems Automation Manager	$ 56.78
Systems Automation Technician	$ 52.46
Systems Automation Technician	$ 50.25
Systems Automation Technician	$ 44.35

Position Title	Hourly Salary
Systems Automation Technician Trainee	$ 40.29
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 22.26
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 22.26
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 23.54
Systems Baggage Operator	$ 22.68
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 22.26
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 25.25
Systems Baggage Operator	$ 22.26
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 24.82
Systems Baggage Operator	$ 23.54
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 24.40
Systems Baggage Operator	$ 22.68
Systems Baggage Operator	$ 22.68
Systems Baggage Operator	$ 21.83
Systems Baggage Operator	$ 22.26
Systems Baggage Operator	$ 22.26
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.83
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 22.26
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.83
Systems Baggage Operator	$ 25.68
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 22.26
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 21.40

Position Title	Hourly Salary
Systems Maintenance Manager	$ 44.42
Systems Maintenance Supervisor	$ 36.83
Systems Maintenance Supervisor	$ 36.45
Systems Maintenance Supervisor	$ 35.89
Systems Maintenance Supervisor	$ 35.58
Systems Maintenance Technician I	$ 22.82
Systems Maintenance Technician II	$ 31.74
Systems Maintenance Technician II	$ 33.12
Systems Maintenance Technician II	$ 26.58
Systems Maintenance Technician II	$ 26.58
Systems Maintenance Technician II	$ 28.71
Systems Maintenance Technician II	$ 29.13
Systems Maintenance Technician II	$ 25.55
Systems Maintenance Technician II	$ 26.77
Systems Maintenance Technician II	$ 27.61
Systems Maintenance Technician II	$ 25.55
Systems Maintenance Technician III	$ 31.37
Systems Maintenance Technician III	$ 30.73
Systems Maintenance Technician III	$ 30.16
Systems Maintenance Technician III	$ 31.37
Systems Maintenance Technician III	$ 32.45
Systems Operations Manager	$ 46.26
Systems Operations Supervisor	$ 37.69
Systems Operations Supervisor	$ 35.26
Systems Operations Supervisor	$ 34.32
Systems Operations Supervisor	$ 33.16
Systems Operations Supervisor	$ 33.00
Terminal Operations Duty Manager	$ 54.36
Traffic Operations Manager	$ 37.82
Traffic Specialist	$ 35.26
Traffic Specialist	$ 31.82
Traffic Specialist	$ 27.26
Traffic Specialist	$ 35.03
Traffic Specialist	$ 31.86
Traffic Specialist	$ 23.45
Traffic Specialist	$ 22.34
Traffic Specialist	$ 21.86
Traffic Specialist	$ 21.63
Traffic Specialist	$ 21.63
Traffic Specialist	$ 21.82
Traffic Specialist	$ 21.51
Traffic Specialist	$ 21.51
Traffic Specialist	$ 27.26

Position Title	Hourly Salary
Traffic Specialist	$ 23.23
Traffic Specialist	$ 22.56
Traffic Specialist	$ 22.45
Traffic Specialist	$ 27.26
Traffic Specialist	$ 22.18
Traffic Specialist	$ 21.96
Traffic Specialist	$ 21.63
Traffic Specialist	$ 21.96
Traffic Specialist	$ 22.17
Traffic Specialist	$ 22.34
Traffic Specialist	$ 22.34
Traffic Specialist	$ 21.96
Traffic Specialist	$ 21.45
Traffic Specialist	$ 22.45
Traffic Specialist	$ 25.35
Traffic Specialist	$ 36.57
Traffic Specialist	$ 27.53
Traffic Specialist	$ 34.15
Traffic Specialist	$ 33.09
Traffic Specialist	$ 31.86
Traffic Specialist	$ 23.34
Traffic Specialist	$ 20.78
Traffic Specialist	$ 20.90
Traffic Specialist	$ 20.84
Traffic Specialist	$ 20.66
Traffic Specialist	$ 20.60
Traffic Specialist	$ 20.37
Traffic Specialist	$ 20.19
Traffic Specialist	$ 20.21
Traffic Specialist	$ 20.39
Traffic Specialist	$ 21.64
Traffic Specialist	$ 20.19
Traffic Specialist	$ 20.19
Traffic Supervisor	$ 30.78
Traffic Supervisor	$ 32.24
Traffic Supervisor	$ 30.36
Traffic Supervisor	$ 29.12
Training Coordinator, Traffic	$ 30.03
Vice President of Capital Programs	$ 123.08
Vice President of Concessions & Commercial Parking	$ 133.72
Vice President of Finance	$ 119.60
Vice President of General Aviation	$ 115.00
Vice President of Human Resources, Enterprise Risk Management and Safety	$ 132.21

Position Title	Hourly Salary
Vice President of Information Technology	$ 135.82
Vice President of Internal Audit	$ 110.58
Vice President of Maintenance	$ 121.39
Vice President of Marketing, Communications and Strategy	$ 141.83
Vice President of Operations	$ 132.50
Vice President of Planning & Development	$ 143.28
Vice President of Procurement	$ 119.11
Vice President of Public Safety & Security	$ 127.40
Vice President of Real Estate	$ 130.54
Visual Communications Designer	$ 43.07
Web Development Administrator	$ 59.68
Wildlife Programs Manager	$ 43.12
Work Control Coordinator	$ 21.12
Work Control System Specialist	$ 30.54

ACCOUNTING SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Accounts Payable Supervisor, the Accounting Technician is responsible for performing accounting tasks that involve reviewing, processing, and maintaining complex financial records within the General Ledger and associated sub-ledgers. This role requires independent judgment to research and reconcile discrepancies while ensuring compliance with established accounting standards and policies. The Accounting Specialist may also engage in significant customer or client interactions and is expected to work collaboratively with a professional accountant, potentially training or providing procedural guidance to colleagues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Processes accounts payable transactions, including invoice verification, data entry, and payment processing, in a timely manner.
- Assists in the preparation of financial statements and reports, providing necessary documentation and analysis.
- Prepares and maintains detailed documentation of accounting processes and procedures to support audits and compliance.
- Supports month-end and year-end closing activities by ensuring all transactions are recorded accurately and in a timely manner.
- Monitors and evaluates financial data for accuracy, identifying trends and areas for improvement.
- Assists in the evaluation and implementation of new accounting software and tools to enhance operational efficiency.
- Participates in internal and external audits by providing necessary documentation and support to auditors.
- Maintains organized financial records to ensure easy access and retrieval for reporting and auditing purposes.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Accounting, Finance, or related field.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ACCOUNTS PAYABLE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Accounting, the Accounts Payable Supervisor serves as the leader for the accounts payable team, providing essential guidance and support in the efficient processing of invoices and payments, while also overseeing the management of expense accounts and expense reports. This role entails supervising and operating the accounts payable module within the ERP System, ensuring its optimal functionality. The supervisor maintains the computerized processing and research's and reconciles discrepancies, and conducts reporting, and analysis of complex financial records related to accounts payable.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reconciles accounts payable total to the general ledger and other applicable records (e.g., subsidiary AP ledger).
- Prepare and provide training to users of Oracle applications related to areas of responsibility.
- Acts as the point person regarding payment strategy, PCard processes, and reports as well as producing the monthly invoice for credit card expenditures.
- Monitors outstanding purchasing card activities, runs related reports, and contacts internal card holders who have unrecorded transactions.
- Enforces Authority standard procedures on travel, purchasing card usage, and invoice compliance
- Manages the Authority's compliance with the State of Florida's Prompt Payment Act.
- Assists in developing and presenting policies, procedures, and training programs to all levels of staff.
- Supports month-end and year-end closing activities by ensuring all transactions are recorded accurately and in a timely manner.
- Analyzes expense reports and other invoices for accuracy and eligibility for payment.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency and acts as accounts payable subject matter expert.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Two (2) years related experience.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.

- Knowledge in managing and working within large-scale financial ERP systems
- Ability to analyze accounting and fiscal data.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ACCOUNTS RECEIVABLE AND REVENUE CONTROL FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Accounts Receivable and Revenue Control Finance Manager is responsible for overseeing accounts receivable billing. This role handles the collections process for Authority tenants and revenue collection beyond public parking operations. As a super-user, the manager provides expertise and leadership to staff, ensuring the effective implementation and compliance of the billing system while reviewing tenant agreements for accuracy and compliance to maximize revenue. The position leverages independent decision-making to address billing issues and the ability to interpret contracts while integrating new financial technologies to improve billing processes.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and oversees the annual accounts receivable billing for the Authority.
- Oversees accurate billing of all invoices created by the Authority.
- Ensures accuracy of monthly activity reports submitted by a variety of tenant partners.
- Manages monthly collections process from start to finish, requiring continuous communication with internal and external partners regarding past due invoices and what is needed to remedy the issues and collect the revenue.
- Oversees proper collection of annual Passenger Facility Charges to ensure compliance with Federal guidelines.
- Ensures proper application of all invoice payments coming to the Authority and communicates with tenant partners to resolve incorrect/unapplied payments as necessary.
- Oversees the annual audit process for all billable tenants, ensuring that required external audits are submitted in compliance with their agreements, and that all credit calculations and billing amounts are accurate and finalized..
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance or related field.
- Four (4) years related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of accounts receivable processes, billing practices, and financial regulations, particularly those relevant to aviation authorities.
- Knowledge of compliance requirements related to Passenger Facility Charges and federal guidelines.
- Knowledge of financial billing and accounting software used to process invoices.

- Ability to analyze financial data to ensure accuracy in billing and compliance during the annual audit process.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ADMINISTRATIVE RECEPTIONIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience and Lost & Found, the Administrative Receptionist provides administrative support and reception services at the SkyCenter One offices of the Authority. This position is responsible for greeting visitors in person and via telephone, ensuring a welcoming experience, and efficiently managing multiple phone lines. Additionally, the Administrative Receptionist coordinates tours offered by Guest Experience throughout Tampa International Airport, handling all related communication, scheduling, and follow-up activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Answers calls from multiple designated phone lines, routing, greeting, and providing direction to business partners and guests of the Authority.
- Reviews and distributes all express mail, phone correspondence, and other related reception duties for Authority professional staff.
- Serves as coordinator during SkyConnect outage plan.
- Distributes plans and dispatch participants to respective locations.
- Communicates with requesting attendees, booking tours, calendar management, and scheduling of available tour guides.
- Handles all concerns, questions, and feedback from airport tour program surveys.
- Creates follow-up surveys to ensure guest tour satisfaction.
- Manages tour booking software, ensuring the tour scheduling calendar is updated and confirmation correspondence is sent to participants.
- Assists Executive Administration in greeting and providing direction to members of the public attending Authority monthly Board Meetings.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.

- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in administrative or secretarial field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of administrative and secretarial procedures, including word processing, records maintenance, and transcription, to efficiently support executive leadership and staff.
- Skill in managing multiple phone lines, greeting visitors, and providing accurate information and direction to guests and business partners.
- Knowledge of the policies and procedures of the Authority, enabling informed responses to inquiries and requests.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIR SERVICE DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Air Service Development, the Air Service Development Manager is responsible for leading initiatives to attract airlines to Tampa Bay and enhance flight capacity in both domestic and international markets. This role entails cultivating and managing relationships with air carrier network planning executives, ensuring prompt responses to inquiries, and conducting analytical assessments to bolster the Authority's air service initiatives. The manager is responsible for the creation and presentation of reports for network planning conferences and meetings, as well as overseeing consultant partnerships and project specifications. Additionally, the position includes managing the Air Service Incentive Program (ASIP), which involves maintaining documentation and communication with airlines and community stakeholders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Represents the Authority at events and meetings with airlines and community stakeholders to support the Airport's air service and economic development strategies.
- Develops and executes strategies to attract airlines to the Authority and increase flight offerings in domestic and international markets.
- Collaborates with the Marketing department and other Authority divisions to provide information and data analysis as needed.
- Develops and delivers high-quality multi-media presentations and written reports that summarize research results, findings, and recommendations.
- Monitors the performance of and provides guidance to air service consultants to ensure project schedules are met and services are delivered with high quality and value.
- Assists in preparing budget requests and manage the administration of the approved budget for air service initiatives.
- Collaborates with IT to ensure that data and software requirements are effectively planned and executed.
- Maintains relationships with air carrier network planning personnel, ensuring timely responses to inquiries and requests.
- Prepares analytical assessments to support air service efforts and inform decision-making processes.
- Coordinates the delivery of time-sensitive reports to airline representatives and stakeholders.
- Engages in outreach efforts to promote the benefits of operating to potential airline partners.

- Evaluates and reports on the effectiveness of air service initiatives and recommend improvements as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Statistics, Data Science, Economics, Aviation Management, Business Administration, or related field.
- Four (4) years experience in airline network planning, air service development or another industry heavily dependent upon data analytics/insights.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations and air service development principles, including airline network planning concepts, market analysis and financial forecasting.
- Knowledge of domestic and international airline passenger and air cargo operations, including network decision-making processes.
- Knowledge of airport business operations fundamentals and related federal regulations governing airport functions.

- Ability to analyze data effectively.
- Ability to negotiate and influence stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs.
- Frequent bending and stooping
- Occasional pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRFIELD AND GROUNDS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield, Fleet & Grounds, the Airfield and Grounds Manager performs managerial, leadership, and technical duties, planning and directing the maintenance and repair of the Airfield and Airport Grounds for the Authority. The Airfield and Grounds Manager is primarily responsible for the management of the activities and personnel of the Airfield and Grounds Sections of the department. This role oversees and evaluates work activities for compliance with regulations and safety standards while ensuring the Airport successfully passes the annual FAA FAR Part 139 inspection without significant airfield issues.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.
- Ensures the Authority completes and passes the annual FAA FAR Part 139 inspection with no major airfield discrepancies.
- Drafts technical reports, including but not limited to staffing analysis and equipment life cycles.
- Creates requisitions and maintains replacement parts and materials to complete assignments promptly.
- Develops contractor specifications and oversees the performance of contractors in assigned areas to ensure construction and maintenance requirements are satisfied and services are completed per specifications.

- Responsible for creating and maintaining the budgets for both the Airfield and Grounds Sections and ensuring expenses are kept within budget allowance.
- Prepares technical specifications for equipment acquisition.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, or related field.
- Four (4) years experience in construction, maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and structures.

- Knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility. FAA FAR Part 139 Regulations, Airport (AC) Advisory Circular etc.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority
- with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching over-head, kneeling & crawling.
- Frequent typing.
- Occasional climbing.
- Continuous exposure to extreme weather.
- Frequent exposure to chemicals & insects.
- Continuous use of car/light truck.

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

AIRFIELD OPERATIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Airfield Operations Compliance Manager is responsible for all assigned airfield activities of the Airport Certification Program relating to Federal Aviation Administration (FAA), 14 Code of Federal Regulations (CFR) Part 139 regulatory compliance. This position is responsible for the self-inspection program, construction, and maintenance coordination, and working with various government agencies. Additionally, this position is responsible for the administrative, supervisory, and technical aspects relating to the regulatory compliance issues of the Operations department.
Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Inspects all runways, taxiways, ramps, and the associated areas to ensure compliance with 49 CFR Part 139 and the Airport Certification Manual and to ensure conditions are safe for the continued operation of an aircraft.
- Supports terminal ramp safety inspections, Foreign Object Debris (FOD) inspections and other inspections as part of the Authority's safety management system.
- Assists Airport Operations Managers with the coordination of daily airfield activities related to airfield maintenance work, airfield construction projects, aircraft, and vehicle movement.
- Monitors airport tenants and leased areas for possible violations of the Airport Rules/Regulations and other applicable regulations. Notifies appropriate parties in the Aviation Department of investigations and corrections.
- Ensures compliance with Federal airport certification regulation [Title 14 CFR, Part 139].
- Facilitates inspections of airport property to ensure compliance with Federal Regulations.
- Oversees Airfield Training Programs, to include computer-based training for airport personnel and tenants. Development and implementing airfield training will be required.
- Facilitate proper response to any letters of investigation, civil penalties and or other requirements or inquiries made by the FAA.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Three (3) years experience in airport operations at a medium to large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prior experience as an Airport Operations Manager or Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Occasional lifting up to 20 Ibs
- Occasional, bending/stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRFIELD OPERATIONS DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Airfield Operations Duty Manager is responsible for managing daily operations of the airfield; and administering the allocation of resources, establishing policies and procedures, initiating programs, and managing personnel to ensure the continuity of operations; coordinates, monitors, and/or implements operational activities with key management representatives from the airlines, FAA, TSA, tenants, construction and other individuals within and outside the Authority

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the development and maintenance of airport policies, procedures, and compliance manuals, including the Airport Certification Manual and Airport Emergency Plan.
- Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Works with airport stakeholders, tenants, and contractors to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airfield.
- Manages the schedule for the airfield operations department, including shift coverage, vacation bid, and time off.
- Attends airport safety-related meetings and seminars as a representative of the Authority when necessary.
- Represents the Senior Manager of Airfield Operations & Compliance when they are unavailable; including meeting, trainings, and representation during emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Airport Operations, Business Administration, or related field.
- Four (4) years experience in airport operations at a medium to large airport, or related field.
- Two (2) years of supervisory experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential within one year of hire .
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Obtain and maintain position-appropriate NIMS & emergency management training.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities

- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to use firearms in accordance with the airports' Wildlife Hazard Management Plan.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Occasional lifting up to 20 Ibs
- Occasional, bending/stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRFIELD SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Airfield and Grounds Manager, the Airfield Supervisor performs supervisory work related to the maintenance, repair, and construction of the airports AOA including all runway and taxiways , grounds, and roadways. This position involves ensuring compliance with FAA Part 139 regulations, including airfield paint markings and pavement condition indexing while coordinating maintenance tasks and supervising personnel. The supervisor prioritizes and inspects work activities for compliance with safety standards, plans job layouts, and manages the airfield maintenance work order process.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Prioritizes, participates in, and inspects work activities to ensure compliance with FAA regulations, specifications, codes, and safety standards, promoting operational efficiency and a safe working environment.
- Plans job layouts and estimate materials, equipment, and tools needed for maintenance personnel to perform work assignments effectively.
- Prepares and maintains both manual and computerized reports, records, and logs documenting work performed, materials used, and equipment maintained to ensure an audit trail.
- Coordinates and manages the Airfield Maintenance work order process, ensuring timely assignment and completion of work orders.
- Assists in preparing requisitions and maintain inventory of replacement parts and materials to ensure timely completion of maintenance tasks.
- Monitors compliance with safety standards during all maintenance activities and take corrective action as needed.

- Evaluate and document pavement conditions in accordance with FAA Part 139 regulations and coordinate necessary repairs.
- Participate in emergency response planning and execution as it pertains to airfield maintenance operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Facilities Management, Construction, or related field.
- Four (4) years trades experience.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Airfield Movement Area Training within six (6) months of hire and annually.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Maintain current Certified Stripe Hog Operator Certification (within 1 year of hire), Sight Line Airfield Marking Certification (within 1 year of hire), . (.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of airfield pavement, markings, landscape and other structures.
- Knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility. FAA FAR Part 139 Regulations, Airport (AC) Advisory Circular etc.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority
- with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 lbs or more.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching overhead, kneeling & crawling.
- Frequent typing.

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AIRFIELD TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician I performs technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. This role involves various tasks, including the maintenance of airfield paint markings, pavement condition indexing, and field conditioning, as well as ensuring security requirements are met. The Airfield Technician I performs daily grounds cleanup, manages trash and debris removal (Excluding Hazardous Materials, conducts pavement inspections, and conducts repairs on asphalt, concrete, and fencing.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts daily cleanup of grounds, roadways, and AOA areas, including the removal of trash and debris from airport property.
- Performs airfield grounds maintenance tasks, including pavement inspections, preventive maintenance, and repairs to ensure compliance with FAA FAR Part 139.
- Maintains proper grades at pavement shoulders, NAVAIDs, manholes, drop inlets, and other airfield appurtenances.
- Manages and maintains stormwater drainage components, including drop inlets, outfalls, riprap ditches, and detention ponds, to prevent ponding and ensure proper drainage.
- Conducts maintenance of painted lines and markings on runways, taxiways, aprons, parking lots, garages, and roadways.
- Cuts grass in and around airfield areas, including edge lights, signs, light lanes, and fence lines.
- Clears brush on hillsides, drainage ditches, and fence lines to maintain visibility and safety.
- Performs preparation work and painting of airfield markings to ensure compliance with FAA standards.
- Operates power equipment such as sweeper trucks, painting equipment, mowing equipment, air compressors, and front-end loaders.

- Maintains perimeter fencing and gates, performing right-of-way maintenance, including mowing, trimming, and herbicide application.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of this position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in working with heavy equipment, general construction, maintenance, or related field.
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.
- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.

- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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

AIRFIELD TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician II performs technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. The Airfield Technician II is responsible for a full scope of airfield-related services, including the operation of light and heavy equipment, and provides training to co-workers on the safe use of construction and maintenance equipment. Additionally, the Airfield Technician II coordinates work with specialized airport divisions, performs preventative maintenance on equipment, and responds to airport emergencies while supporting first responders.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Functions as a lead operator to perform high-level maintenance operations in compliance with FAA guidelines using specialized heavy equipment such as Stripe Hogs, Street Sweepers, Front End Loaders, and Skid Steers.
- Provides on-the-job training and mentorship to co-workers, ensuring quality of work and operational efficiency.
- Oversees and monitors maintenance functions, ensuring technicians use the proper tools, equipment, and personal protective equipment safely and effectively.
- Reports and communicates issues, project statuses, daily log hours, materials used, and other relevant information to supervisors.
- Creates and maintains work records, including drafting and submitting airfield maintenance work orders, complaint resolutions, and FAA inspection records.
- Coordinates Airfield Maintenance personnel and resources, making priority determinations and confirming task completion.
- Responds to aircraft emergencies, facility equipment failures, pavement failures, and hazardous incidents, assisting as needed.
- Participates in the planning and execution of maintenance tasks to enhance the overall safety and efficiency of airport operations.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience working with heavy equipment, general construction, maintenance, or repairs, of which one year is in airfield maintenance.
- Or equivalent combination of education, training, and experience.
- Required to maintain current Certified Stripe Hog Operator Certification (within 1 year of hire),
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Sight Line Airfield Marking Certification (within 1 year of hire),
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.

- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to act as a lead and provide technical guidance to others.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.
- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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

AIFIELD TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician III performs advanced technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. The Airfield Technician III is responsible for planning job layouts, estimating materials, and coordinating tasks to enhance and maintain airport assets effectively. This role also involves maintaining accurate work records, overseeing, and training employees, and promoting a collaborative work environment while upholding high standards of safety and operational efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads a team in performing airfield maintenance duties, ensuring high standards of safety, efficiency, and compliance with FAA regulations.
- Plans job layouts for maintenance activities, estimating materials and determining necessary equipment and tools for effective execution.
- Monitors, prioritizes, and inspects work activities to ensure compliance with FAA Part 139 regulations, specifications, codes, and safety standards.
- Oversees preventive maintenance activities to improve operational effectiveness and extend the lifecycle of airport assets.
- Responds to inquiries and provide information related to work assignments, resolving problems, and handling complaints effectively.
- Conducts pavement condition indexing and ensure proper maintenance of airfield paint markings and signage.
- Performs inspections and assessments of airfield grounds, roadways, and facilities to identify maintenance needs and ensure compliance.
- Assists in the development of maintenance schedules and work orders to optimize the use of resources and personnel.

- Participates in emergency response efforts as needed, providing support during incidents and ensuring the safety of airport operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience working with heavy equipment, general construction, maintenance, or repairs, of which one year is in airfield maintenance.
- Required to maintain current Certified Stripe Hog Operator Certification (within 1 year of hire),
- Sight Line Airfield Marking Certification (within 1 year of hire),
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.
- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to lead a team and manage projects.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.
- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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

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AIRPORT CONCESSIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Concessions, the Airport Concessions Manager is responsible for assisting with the administration of leases and contracts to ensure compliance with terms and conditions; monitoring business partner operations, and supporting the development of business and operational recommendations. The role involves maintaining positive relationships with business partners and conducting regular site visits. Additionally, the manager will assist with contract management, procurement activities, business partner compliance, and conflict management, while supporting the daily management of relationships between the Authority and its business partners.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Builds and maintains internal and external relationships to help achieve operational goals.
- Assists Concessionaire partners in promoting success by tracking and reviewing short-term and long-term performance metrics.
- Ensures compliance with leases and contracts by enforcing provisions related to insurance, surety, security, pricing, and collections.
- Prepares and provides input on a variety of financial reports, including the development of pro forma statements, break-even analyses, and cost-benefit evaluations.
- Prepares presentations to further the Authority's strategic business plan and supports new initiatives.
- Supports the financial performance of business lines by assisting with the preparation of the departmental budget.
- Assists with the development and management of procurements.
- Prepares and assists with the drafting of documents for Authority Board meetings.
- Manages daily interactions between the Authority and concession tenants; help resolve tenant and customer complaints or conflicts to ensure high-quality customer service.
- Supports events for Airport tenants including training seminars, meetings and special events and assistance with security clearance and badging.
- Ensures business partners submit required reports and payments on time and assists with collection of past due fees.
- Coordinates with other Authority departments and outside agencies as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; admitting mistakes and learning from them; and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Three (3) years experience in contract management, property management or related field such as multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park management or rental car concessions management, commercial property/shopping center management, or hotel management.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Five (5) years experience in contract management, property management or related field such as multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park management or rental car concessions management, commercial property/shopping center management, or hotel management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and skill in the use of Microsoft Word, PowerPoint, Excel, and Visio.

- Knowledge and skill in contract management, sales support and financial management.
- Skills and ability to administer and manage contract documents.
- Skilled in using logic, reasoning, and analytics to identify complex problems, evaluate alternative solutions, and develop valuable business insights.
- Skills and the ability to be organized while simultaneously prioritizing tasks.
- Ability to remain in compliance with policies and procedures.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking and standing
- Continuous sitting
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT CREDENTIALS SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Credentialing & Access Control Compliance Manager, the Airport Credentials Specialist is responsible for performing various administrative duties related to credentialing all Authority personnel and airport vendors/tenants. This role manages confidential correspondence while supporting the Credentialing and Access Control Compliance Manager. The Airport Credentials Specialist also answers inquiries regarding the badging and credentialing process and assists with research and information requests to ensure efficient operations within the department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Perform various administrative and confidential functions to support the Credentialing and Access Control Compliance Manager.
- Distributes detailed incoming and outgoing mail, electronic correspondence, and statements for the department manager or senior department manager.
- Answers inquiries related to the badging and credentialing process while handling sensitive security information and confidential records.
- Researches and responds to requests for information and assistance, assessing priority status and referring issues to the appropriate personnel as needed.
- Maintains accurate records of credentialing activities and ensure compliance with relevant regulations and policies.
- Assists in the development and implementation of credentialing procedures and best practices to enhance operational efficiency.
- Conducts periodic audits of credentialing records to ensure accuracy and compliance with established standards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Two (2) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Airport Duty Manager oversees and proactively leads the day-to-day safety, security, and efficiency of operations at the Authority. The Airport Duty Manager evaluates any incidents and escalates through Executive Management if required, initiating the Emergency Response Plans with little to no guidance. The Airport Duty Manager is responsible for all forward-planning operations for the Authority and ensuring the successful proactive management of the operation focused on safety, security, customer service, and efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures compliance with FAA and TSA and all other applicable regulations.
- Monitors airport operations and directs operations staff to ensure safe and efficient service to airport users.
- Provides leadership in emergencies, taking such action as needed to move equipment, settle public unrest, and make decisions in disputes - all to ensure the smooth functioning of the airport.
- Develops changes and additions to procedures to continuously improve airport operations' safety, security, and efficiency.
- Monitors all key performance indicators and proactively leads to address and/or mitigate any issues that may arise.
- Monitors customer feedback on social media and ensures immediate action on issues/opportunities where appropriate.
- Manages, maintains, and ensures the proper equipping of the Emergency Operations Center.
- Leads applicable training courses as directed.
- Coordinates and documents drills and addresses any issues or shortcomings identified with little to no guidance.

- Completes after-action reviews and proactively implements enhancements to better responses to events or situations.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Three (3) years experience in airport terminal operations at a medium-to-large airport, or related.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.

- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending/stooping, pushing, pulling, dragging & reaching overhead
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT EMERGENCY OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Airport Emergency Operations Manager is responsible for leading, developing, and implementing the emergency and contingency planning programs for the Authority. This position coordinates and directs emergency management, disaster operations, contingency planning, and support business continuity planning. The Airport Emergency Operations Manager supports the Incident Commander during activations, conducts operational drills and exercises, and ensures compliance with FAA and other state and federal requirements. Additionally, the Airport Emergency Operations Manager collaborates with various departments, agencies, and stakeholders to maintain current emergency plans and serves as the liaison to local, state, and federal emergency management agencies.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains the Authority's Airport Emergency Plan (AEP) per FAA requirements, including training, audits, drills, exercises, and coordination.
- Develops and maintains various emergency plan checklists, response, and airport recovery during natural or man-made disasters, major incidents, and accidents.
- Supports the Enterprise Risk Management Team to develop and update an effective business continuity plan.
- Serves as the primary coordinator for emergency preparedness and management, designing, communicating, and evaluating emergency response and contingency plans specific to Authority's operations.
- Analyzes and evaluates emergency plans across departments, ensuring they meet the Authority's current needs.
- Designs, coordinates, executes, documents, and facilitates exercise scenarios including table-top exercises, partial and full-scale drills, and multi-agency training to ensure that all employees understand entirely their roles and responsibilities as part of the AEP or other emergency response plans or operating procedures.
- Coordinates and reviews updates to tenants' and airline emergency response plans, ensuring alignment with the AEP and comprehensive emergency management.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Airport Operations, Business Administration, or a related field.
- Five (5) years of progressive experience in emergency management at a medium to large airport, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess or obtain, within 6 months of hire, a certificate from FEMA in National Incident Management System (NIMS) training.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Certified Emergency Manager (CEM) with the International Association of Emergency Managers.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of the NIMS and the Incident Command System (ICS) emergency response and recovery techniques.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER - AIRFIELD

GENERAL DESCRIPTION

Under the general direction of the Airfield Operations Duty Manager, the Airport Operations Manager - Airfield is responsible for overseeing aviation facilities management and operational and administrative duties encompassing both landside and airside operations. This position includes supervising airport safety programs and security functions while ensuring compliance with Federal Aviation Administration (FAA) and other relevant regulations. The manager is tasked with resolving operational issues related to airline passengers, airport guests, and public safety. The Airport Operations Manager also oversees inspections, construction projects, and emergency response efforts within the air operations area, ensuring adherence to all applicable regulations and ordinances.

***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations*.**

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responds to and participates in airport emergencies and irregular operations, establishing priorities and making critical decisions under pressure.
- Supervises the inspection of airport facilities, including runways, taxiways, and gate positions, to ensure safe and efficient operations.
- Coordinates with airport tenants and stakeholders to assess impacts on operations and develop responsive action plans.
- Reviews inspection reports of airport facilities to determine necessary repairs, replacements, or improvements.
- Oversees all construction projects within the air operations area, ensuring compliance with specifications and safety standards.
- Monitors events in the air operations area for compliance with regulations and initiate corrective actions as necessary.
- Maintains liaison with FAA, air traffic control, certification inspectors, airlines, and other stakeholders to ensure operational coordination.

- Serves as the primary point of contact for after-hours emergencies and irregular operations, ensuring prompt responses to issues.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Airport Operations, Business Administration, or related field.
- Five (5) years experience in airport operations at a medium to large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Frequently walking and sitting
- Frequent lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing
- Extreme exposure to weather, noxious fumes, and chemicals
- Occasional exposure to insects
- Navigate occasionally heights and confined areas
- Frequent exposure to excessive noise
- Constant use of car/light truck
- Occasional use of weed whacker, firearms, friction tester, and reflectometer

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER-AOC

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Operations Center, the Airport Operations Manager-AOC is responsible for overseeing the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. The role leads the team of shift supervisors responsible for calls relating to all airport operations and systems, including elevators, escalators, and shuttles. The Airport Operations Manager is also responsible for planning, training, budgeting supplies, coordinating schedules, and controlling personnel, material, and physical resources to achieve operational and organizational objectives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Accountable for the well-being and support of direct reports, providing individualized training for job responsibilities and mentorship to foster professional growth.**
- **Responsible for room staffing, supervision, and maintaining an effective and efficient overall operation within the Airport Operations Center (AOC).**
- **Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective actions or disciplinary measures when required.**
- **Ensures compliance with authority standards regarding personal appearance among direct reports, promoting a professional work environment.**
- **Oversee the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.**
- **Manages all training and qualifications associated with the operational functions of the Airport Operations Center (AOC), including Simplex Alarms protocols, shuttle management, security access, and terminal/airfield communications.**
- **Manages the emergency evacuation plan and transfers responsibilities for the Airport Operations Center.**
- **Manages emergency incidents by acting as the liaison between the Authority and all responding mutual aid resources. This includes activating the Incident Command Center and fulfilling the role of the ESF2 (NIMS) function until the Senior Manager arrives.**

- **Analyzes team performance, identifying and implementing changes to improve teamwork, efficiency, and effectiveness.**
- **Assists in developing and implementing a unique Integrated Operations Center (IOC) founded on trust and a shared common purpose.**
- **Champions innovation by overseeing the IOC capability and mission, ensuring alignment with operational goals.**
- **Assists in leading the development of integrated, efficient, and effective processes to execute the IOC mission.**
- **Regular and reliable attendance is required as an essential function of the position.**

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Associate's degree in public or business administration, Airport Management, or related field.
- Four (4) years' experience in aviation, emergency operations, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of how Airport Operations is an integral part of maintaining employee and passenger safety at the airport.
- An ability to establish clear direction, motivate teams, defuse conflict, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- The ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and people with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER–TERMINAL

GENERAL DESCRIPTION

Under the general direction of the Terminal Operations Duty Manager, the Airport Operations Manager–Terminal is responsible for assessing, evaluating, coordinating, and overseeing all aspects of airport operations to ensure a premier customer experience. This role maintaining a safe and secure environment through regular inspections. Additionally, the position involves managing emergency response efforts, resolving operational issues related to airline passengers and tenants, and ensuring compliance with federal, state, and county regulations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Supervises airport facilities and safety functions, ensuring compliance with relevant regulations and standards.
- Conducts regular inspections of Airside, Landside, and Ground Transportation areas to maintain a safe and secure airport environment.
- Resolves operational problems involving airline passengers, airport guests, tenants, public safety, and security in a timely manner.
- Manages and coordinates emergency response efforts related to safety, security, and aircraft incidents.
- Provides information and guidance to representatives of various agencies, governmental officials, and employees regarding airport regulations and procedures.
- Oversees inspections of airport facilities, apron areas, gate positions, terminal buildings, and ground transportation lots to ensure compliance and safety.
- Manages the allocation of aircraft parking gate and hardstand resources to maximize efficiency and minimize customer impacts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Three (3) years experience in airport terminal operations at a medium-to-large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to communicate effectively orally and in writing.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS SUPERVISOR-AIRFIELD

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager-Airfield the Airport Operations Supervisor-Airfield is responsible for overseeing airport operations, aviation administration, and facilities management. This role includes monitoring airport facilities, safety programs, security functions, and various operations to ensure effective passenger and public services. The primary focus is to ensure compliance with Federal Aviation Administration (FAA) regulations, including FAA 14 CFR Part 139, as well as other federal, state, and city regulations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors and ensures adherence to all applicable federal, state, and local regulations, including FAA FAR Part 139 and TSA 49 CFR Part 1542 requirements. Implements critical airport documents and regulatory manuals, including the Airport Certification Manual (ACM), Wildlife Hazard Management Plan (WHMP), Airport Emergency Plan (AEP), and the Airport Security Plan (ASP). Works closely with management to ensure these documents remain accurate, relevant, and aligned with current airport operations and regulatory mandates. Assists in developing procedures for responding to aircraft accidents, fires, or other emergencies to ensure safety and preparedness.
- Inspects airport facilities, including runways and lighting, to identify necessary repairs, replacements, or improvements.
- Assists in enforcing aircraft parking regulations, monitoring compliance with applicable ordinances, and initiating corrective actions as needed.
- Issues NOTAMs (Notice to Airmen) when required by airport conditions, ensuring timely communication of important information to stakeholders.
- Performs daily, nightly, periodic, and special airfield inspections to maintain safety and operational efficiency.
- Responds to airfield operational concerns promptly, addressing issues to ensure smooth airport operations.

- Execute and support the implementation of the Wildlife Hazard Management Plan, including the use of both lethal and non-lethal firearms, trapping, dispersal techniques, and accurate documentation of wildlife observations and activities.
- Addresses and resolves issues raised by airport tenants and the public, maintaining a focus on customer service and satisfaction.
- Manages and supports ongoing operational and compliance-related projects. Collaborates with internal departments, consultants, contractors, and regulatory agencies to support project goals, timelines, and compliance requirements.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent
- Four (4) years experience in the Aviation industry
- Or equivalent combination of education, training, and experience
- Obtain and maintain position-appropriate NIMS & emergency management training
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS

American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Frequently walking and sitting
- Frequent lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling and climbing
- Extreme exposure to weather, noxious fumes, and chemicals
- Occasional exposure to insects
- Navigate occasionally heights and confined areas
- Frequent exposure to excessive noise
- Constant use of car/light truck
- Occasional use of weed whacker, firearms, friction tester, and reflectometer

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRPORT OPERATIONS SUPERVISOR-AOC

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager-AOC or the AOC Public Safety Manager, the Airport Operations Supervisor-AOC is responsible for overseeing daily operations of the Airport Operations Center (AOC). This position entails managing personnel and coordinating activities related to AOC and dispatchers. The Supervisor serves as a key point of contact for stakeholders, including airlines, regulatory agencies, and airport tenants, facilitating effective communication and collaboration.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees daily operations of the Airport Operations Center (AOC), coordinating and administering assigned programs and resources effectively.
- Provides consultation to customers on matters related to operational areas, addressing inquiries and providing solutions.
- Assists in developing and implementing operational policies and procedures to enhance service delivery.
- Monitors and reports on key performance indicators (KPIs) related to airport operations, identifying trends and areas for enhancement.
- Participates in emergency response planning and training, ensuring staff readiness to handle incidents effectively.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Public Safety, Communications or related field.
- Four (4) years experience working as a public safety dispatcher, or related field.
- Two (2) year supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must have Florida Department of Health 911 Public Safety Telecommunicator (PST) Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of public safety and dispatch, best practices, and procedures.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS SUPPORT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Support Manager, the Airport Operations Support Specialist is responsible for the successful management and compliance of contracts and programs related to various aspects of Airport Operations. This multifaceted position involves overseeing contract agreements, safety programs, and the Airport Operations Apprenticeship Program. This position collaborates with multiple stakeholders, including vendors, regulatory authorities, and internal airport teams, to guarantee the smooth execution of contracts, adherence to safety standards, and the development of the Apprenticeship Program.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and analyzes contract terms, ensuring they align with the Authority's objectives and comply with all applicable laws and regulations.
- Monitors contract performance, identifying areas of improvement and mitigating risks associated with contract non-compliance.
- Identifies and resolves operational issues involving airport guests, tenants, public safety, and security regarding our Business Partners.
- Conducts regular safety audits, inspections, and assessments to identify potential hazards and recommend corrective actions to improve safety practices.
- Responds when requested to assist during emergency or critical incident situations.
- Oversees the Airport Operations Apprenticeship Program. Evaluates program effectiveness and make necessary adjustments to enhance the learning experience for apprentices.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in airport operations, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of contract management principles and practices, including the ability to review and analyze contract terms to ensure alignment with airport objectives and compliance with laws and regulations.
- Knowledge of safety standards and practices, with the ability to conduct regular safety audits, inspections, and assessments to enhance safety protocols.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC DISPATCHER I

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager, the AOC Dispatcher I is part of the Airport Operations Center team that supports Authority's operations, public safety and security activity within the airport and surrounding area 24 hours a day. The entry-level position is responsible for answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Receives incoming 911 emergency and non-emergency calls for assistance, makes inquiries to solicit relevant information, and assesses information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.
- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.

- Activates the Authority emergency communication notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operations impacts.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arriving at the emergency location.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- One (1) year experience in dispatching calls for assistance or performing customer service duties.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC DISPATCHER II

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager, the AOC Dispatcher II is part of the Airport Operations Center team that supports Authority's operations, public safety and security activity within the airport and surrounding area 24 hours a day. The position is responsible for answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required. The AOC Dispatcher II also conveys essential information to airport personnel and the public while maintaining accurate records and supporting public safety operations within the airport environment.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Receives incoming 911 emergency and non-emergency calls for assistance, make inquiries to solicit relevant information, and assess information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.
- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.

- Activates the Authority emergency communication notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operations impacts.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arriving at the emergency location.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in Public Safety, dispatching calls for assistance or related field.
- Or equivalent combination of education, training, and experience.
- Successful completion of designated airport operations or law enforcement dispatcher training programs, including possession of all required certifications.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC DISPATCHER III

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager, the AOC Dispatcher III is part of the Airport Operations Center team that supports the Authority's operations, public safety and security activity within the airport and surrounding area 24 hours a day. The position is responsible for answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required. The AOC Dispatcher III also monitors and operates systems that include communication of video security and patron transportation, such as the Airport's shuttle system, while taking customer service phone calls from patrons and fellow employees looking for assistance.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Receives incoming 911 emergency and non-emergency calls for assistance, makes inquiries to solicit relevant information, and assesses information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters operations or public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and/or an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.

- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arrival at the emergency location.
- Activates the Authority emergency communications notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operational impacts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years experience in Public Safety, dispatching calls for assistance or related field.
- Or equivalent combination of education, training, and experience.
- Must have Florida Department of Health 911 Public Safety Telecommunicator (PST) Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.

- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC PUBLIC SAFETY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Operations Center, the AOC Public Safety Manager oversees the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. This role involves leading a team of dispatchers, developing training programs, and ensuring compliance with Criminal Justice Information Systems (CJIS) standards and regulations. The AOC Public Safety Manager is also tasked with planning, budgeting, and coordinating resources to achieve operational objectives while enhancing the efficiency and effectiveness of public safety communications within the airport environment.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures effective communication and response protocols for all emergency and operational calls.
- Manages the receipt of emergency 9-1-1 calls for police, fire, and medical services, ensuring swift and appropriate responses within the Tampa International Airport property.
- Establishes and implements administrative policies, procedures, and guidelines to enhance operational efficiency.
- Develops and manages the AOC Training Program to ensure compliance with Criminal Justice Information Systems (CJIS) standards and industry regulations.
- Prepares and monitors the Airport Operations Center's annual budget, controlling expenses and ensuring optimal resource allocation.
- Acts as the primary liaison with the FBI and FDLE for all CJIS-related items, ensuring compliance and facilitating necessary audits and inspections.
- Monitors workflow and data accuracy within the dispatch center, ensuring high-quality service delivery and adherence to established guidelines.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Five (5) years experience in law enforcement, emergency operations, or similar experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Florida Department of Health 9-1-1 PST Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities

- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of public safety best practices and procedures.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

APPLICATION DEVELOPER

GENERAL DESCRIPTION

Under the general direction of the Applications Development Manager, the Application Developer is responsible for designing, developing, testing, and maintaining high-quality software that meets business and customer needs. This role involves creating features and capabilities for end users, whether external customers or internal employees, as well as configuring and customizing vendor-provided packaged software. The Application Developer supports multiple applications across various domain areas, including ERP, GIS, Interfaces, Data Analytics, API, and Cloud Services. This position performs work independently, collaborate with consulting resources, share information, and assist others with work orders to ensure successful project outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Writes high-quality code that meets customer needs, emphasizing simplicity, clarity, and testability.
- Participates in code reviews and utilize collaborative programming techniques to promote high-quality business outcomes.
- Investigates and propose solutions to development and design challenges.
- Participates in scope of work estimation and forecasting for projects.
- Conducts analysis to determine integration needs and design and plan integrations effectively.
- Implements unit and integration tests and conduct functional and performance testing where appropriate.
- Develops reusable software building blocks to enable faster delivery and enhance efficiency.
- Improves the performance of existing software by diagnosing and resolving critical issues.
- Prepares technical documentation, including software design evaluation plans, test results, and technical manuals.
- Provides support and troubleshoot issues in production environments, ensuring minimal disruption to business operations.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Two (2) years of related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of one or more coding languages, such as Java or Apex, with a focus on best practices in software development.
- Knowledge of cloud development platforms and similar technologies.
- Knowledge of software development lifecycles and methodologies.
- Knowledge of software testing principles and methodologies to ensure high-quality deliverables.
- Knowledge of security best practices in application development to safeguard data and systems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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APPLICATIONS DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Application Services, the Applications Development Manager is responsible for directing the design, development, implementation, and support of the Authority's business requirements and applications, including integrations, data analytics, reports, and dashboards. The Applications Development Manager interprets functional requirements, ensure the creation of technical specifications and design documentation, and oversees development and unit testing while adhering to SDLC and change management processes. Additionally, this role includes managing data migrations and archiving, configuring and supporting integrations with third-party products and cloud applications, and providing ongoing support, fixes, and enhancements for existing applications and products.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Organizes and leads workshops, seminars, and hackathons to promote knowledge sharing and encourage the adoption of new technologies and techniques within the development team.
- Monitors the performance of applications post-implementation to identify areas for enhancement and ensure ongoing system efficiency.
- Collaborates with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables meet organizational needs.
- Ensures that business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and manages risks associated with application development projects, implementing mitigation strategies to minimize impact on project timelines and outcomes.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in application development and quality assurance testing, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- At least one advanced technical certification in the areas of Cloud, Object Oriented Programming, Enterprise Architecture or Data, etc. as well as certification in project leadership such as: PMI, CSM, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ASSISTANT GENERAL COUNSEL

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer, the Assistant General Counsel supports the legal functions of the Authority by undertaking a diverse range of legal responsibilities. The position also assists Authority in-house and contracted lobbyists with legislative drafting and interpretation. This role ensures contracts and agreements comply with relevant federal, state, and local regulations and operating directives. Familiarity with the Florida Public Records Act and Florida Sunshine Law is desirable. The Assistant General Counsel participates in local, state, national, and international bar associations and/or industry trade groups. Additionally, the Assistant General Counsel helps to ensure clarity, consistency, and compliance with regulatory standards in contracts and agreements.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Depending on assignment this role may supervise others
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews and drafts various legal documents, including but not limited to contracts, grant agreements, and vendor agreements.
- Examines leases, easements, permits, and similar documents for compliance and accuracy.
- Provides research services on diverse legal issues and compiles memoranda of law.
- Engages in administrative dispute resolution to facilitate conflict resolution.
- Oversees litigation handled by external counsel, ensuring alignment with the Authority's interests.
- Attends depositions, court hearings, and other legal proceedings on behalf of the Authority.
- Attends administrative hearings as required to represent the Authority's position.
- Monitors changes in legislation and regulations impacting the Authority.
- Provides legal advice and guidance to various departments within the Authority.
- Collaborates with external legal counsel to ensure effective legal strategies are implemented.
- Prepares and coordinates annual audit review.
- Provides letter opinions to support various municipal finance transactions.
- Provides certificates of compliance to support the federal grant process.
- Accountable for the well-being and support of direct reports, providing individual training for job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with Authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Juris Doctorate from an ABA-accredited school of law.
- Ten (10) years experience in legal, insurance, construction, finance, or real property.
- Licensed Attorney in the State of Florida.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prior experience providing legal support for a government entity.
- Board Certification by the Florida Bar.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local laws relevant to aviation, contracts, leases, and other legal documents.
- Skill in legal research methodologies and resources to analyze and interpret complex legal issues effectively.
- Knowledge of contract principles and practices, including contract drafting, negotiation, and interpretation.
- Knowledge of regulatory requirements and compliance standards governing airport operations, particularly in Florida.
- Knowledge of administrative and litigation processes, including case management, discovery, and courtroom procedures.
- Skill in negotiation techniques to secure favorable terms and resolve disputes in contracts and agreements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AUDIT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Internal Audit, the Audit Manager is responsible for managing and directing audit activities related to complex financial or program operations within various departments, agencies, and external organizations that have contractual relationships with the Authority. This role ensures compliance with established procedures and evaluates the effectiveness of internal controls. This position performs complex test work while assigning, reviewing, and supervising work of less experienced auditors. The Audit Manager also plays a key role in formulating the annual audit plan, planning audit objectives, and providing guidance on proper documentation and analysis methods to support audit findings and recommendations. This position maintains a high level of integrity and transparency of the Authority's operations through rigorous and effective auditing practices.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans, coordinates, and performs assurance and consulting engagements from beginning to end in accordance with the annual audit plan.
- Oversees the execution of audit activities, ensuring compliance with professional and departmental standards while monitoring work progress.
- Provides direction on proper documentation techniques, data gathering, and analysis methods to support audit findings and recommendations.
- Reviews and evaluates completed audit work for accuracy and adequacy, ensuring sufficient supporting documentation is present for all findings.
- Responsible for highly complex areas of engagement while providing support to audit staff in their performance of less complex areas.
- Liaises with Legal Affairs regarding interpretations of laws, rules, regulations and contracts.
- Prepares comprehensive reports on audit findings for presentation to senior management, highlighting critical issues and recommendations for improvement.
- Collaborates with other departments and stakeholders to address audit findings and implement necessary changes to improve operations.
- Identifies and communicates issues and offers recommended solutions relent to business and risk.
- Evaluates issues identified for inclusion in report.

- Participates in periodic project status meetings with staff to discuss progress, challenges, and resource needs related to audit activities.
- Ensures regular communication with management regarding audit progress, technical issues, and any concerns that may arise during the audit process.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Accounting, Business or Public Administration or related field.
- Four (4) years of professional Auditor experience.
- Two (2) years of supervisory experience.
- Or an equivalent combination of education, training and experience.

- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- If not currently a Certified Internal Auditor, will be expected to become certified by end of second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience as a professional Auditor in the aviation industry.
- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Skill in handling competing priorities to meet deadlines and commitments.
- Knowledge of governmental accounting principles and public administration practices to ensure compliance and effectiveness in audit processes.
- Ability to stay informed on revisions to applicable Authority, Department, and professional policies, procedures and standards to ensure conformance.
- Knowledge of local, state, and federal laws, ordinances, rules, guidelines, and regulations related to fiscal management of government agencies, including those funded by federal grants.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Sitting up to 6 hours per day
- Occasional standing & walking
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

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AUTOMATED PEOPLE STYSTEMS MANANGER

GENERAL DESCRIPTION

Under the direction of the Senior Manager, the Automated People Mover Systems Manager at Tampa International Airport is responsible for overseeing and managing contracts related to all people moving train systems including the MHI SkyConnect system and the Alstom airside shuttle transportation system, both systems are a vital component of the airport's Fixed Guideway Transportation Systems (FGTS).This role requires specialized knowledge of aviation systems, contract administration, and adherence to Florida Department of Transportation (FDOT) regulations. The Contract Manager will work closely with vendors, regulatory bodies, and internal stakeholders to ensure seamless operations and compliance with all regulatory standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop, negotiate, and manage contracts related to the MHI SkyConnect system
- Develop, negotiate, and manage contracts related to the Alstom airside shuttle system
- Ensure all contracts comply with federal, state, and local regulations, particularly FDOT regulations concerning FGTS.
- Monitor contract performance, ensuring adherence to terms, conditions, and quality standards.
- Establish and maintain effective relationships with MHI SkyConnect vendors and service providers
- Establish and maintain effective relationships with Alstom airside shuttle system
- Conduct regular performance reviews and assessments of vendors to ensure compliance with contract terms and performance standards
- Prepare and submit required documentation and reports FDOT to demonstrate compliance.
- Collaborate with internal teams, including IT, operations, and maintenance, to ensure system functionality and reliability
- Manage project timelines, budgets, and resource allocation to ensure timely completion of projects
- Develop and manage budgets related to the MHI SkyConnect system Alstom airside shuttle system and associated contract services
- Monitor expenditures to ensure cost-effective solutions and adherence to budget constraints

- Prepare financial reports and forecasts for senior management, highlighting cost savings and budgetary compliance
- Serve as the primary point of contact for all contract-related inquiries and issues concerning the Alstom airside shuttle system and MHI SkyConnect system
- Prepare and present detailed reports on contract status, performance metrics, and regulatory compliance
- Prepares contract work scope drafts, bid schedules, pay applications and other related documents for review.
- Reviews and acts on contract management, administrative, and operational problems.
- Performs other related duties as required
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Four (4) years of experience in maintenance contract management and budget responsibility, or related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Construction Management, Facilities Management, Business Administration, or a related field.
- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of contract management principles, practices, and objectives.
- Ability to effectively coordinate resources and manage these resources to a successful contract outcome.
- Ability to analyze the risks and future impact of decisions.
- Ability to establish and maintain effective working relations with others within and outside their own organization.
- Ability to collect, organize and analyze data and develop logical conclusions.
- Ability to effectively utilize Microsoft Office and Oracle programs.
- Skill in developing tracking systems to monitor work progress.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 50 lbs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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

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

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BOARD SERVICES ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer or an Assistant General Counsel, the Board Services Administrator is responsible for performing complex and highly independent administrative support duties for the Board Members of the Authority. This role requires direct knowledge of confidential interactions involving Board Members with both internal projects and external stakeholders. The Administrator engages with the Chief Executive Officer, senior staff, private sector representatives, and state and local governmental officials, ensuring that all communications uphold a positive image for the Authority.

The Administrator may also provide administrative support to the Chief Legal Office, ensuring the smooth operation of the Office. As part of this role, the Administrator manages the Chief Legal Officer's calendar and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Administrator interacts regularly with the Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares and coordinates all functions related to the monthly meetings of the Authority's Board, including the agenda, minutes, resolutions, and PowerPoint presentations.
- Maintain adherence to the Board Calendar by tracking key dates and ensuring staff meet all Board-related deadlines and deliverables.
- Coordinates and prepares correspondence for Board Members, drafting appropriate responses to public inquiries as needed.
- Reviews and prepares PowerPoint presentations and other informational materials for presentations to or by Board Members.
- Maintains the Authority Policy and Procedure Manual, ensuring it is up-to-date and accessible while tracking historical changes and archived versions for reference.
- Ensures the confidentiality of sensitive information related to Board Members and their interactions with various stakeholders.
- Facilitates effective communication between Board Members and the Chief Executive Officer, senior staff, and external representatives.
- Supports the Board in achieving its strategic objectives by providing timely administrative assistance and coordination of activities.

- Post Board Agenda, Board Minutes and Agreements on the Authority website in a timely and accurate manner, ensuring public accessibility and compliance with transparency requirements.
- Responsible for preparing Verbatim Transcripts and official Minutes of Board Meetings, ensuring accuracy, completeness, and timely distribution.
- Manages the Chief Legal Officer's schedule for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Manages the flow of information and communication from the Chief Legal Officer to staff and other leadership team members.
- Prepares and reconciles expense reports, including travel expenses, in the electronic filing system.
- Serves as a liaison to the Leadership Team, facilitating communication between the Chief Legal Officer and their direct reports.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently.
- Assists in the preparation of materials for meetings, including presentations and reports.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals of the department.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the organization's bylaws, charter, and mission to ensure compliance and alignment in all activities.
- Knowledge of governance principles, including legal and ethical responsibilities associated with Board operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUDGET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Financial Planning & Reporting, the Budget Manager is responsible for overseeing the budgeting and financial planning for the Authority. This includes managing the annual operating budget process, from setting guidelines and timelines for the executive team to producing the budget book and supporting analysis for the Board. The role also involves managing budget amendments and the capital equipment budget and reallocating funds as needed throughout the fiscal year. Additionally, the Budget Manager reviews and updates budget-related policies and procedures, manages the Authority's long-term financial model, and oversees the Authority's annual rates & charges process.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the annual and monthly operating budgets. Researches, analyzes and prepares data on operating expenses.
- Develops and implements the calendar for the annual budget process.
- Develops budget guidelines for consideration and implementation by the executive team.
- Provides guidance to staff in the analysis of budget variances and monitor the accuracy of departmental expenses.
- Manages budgeting scenarios regarding the elements of the budgeting and cash projection processes.
- Researches and prepares data for the budgeted business plan and actual rates and charges to the signatory airlines recognized net investment and return on Authority Investment summaries.
- Reviews, updates and implements budget policies and procedures, providing guidance to Authority management and staff regarding budget issues.
- Prepares budget-related documents for presentation to the airlines and the Authority's Board.
- Oversees the equipment budget and develops, distributes, and summarizes departmental operating and equipment budget submission forms while providing training and guidance to Authority staff.
- Directs debt service transfer amounts with the master trustee on all revenue and PFC-backed bond issues and produces data reports for the sinking fund and debt reserve funds.

- Prepares detailed multi-year monthly cash projections for the Authority's cash accounts, covering cash needs and funding sources for its capital program, including grants, fees, and bank notes, while recommending timing and magnitude for bond issuances.
- Prepares annual enplanement and passenger facility charge collection projections for Federal Aviation Administration reporting requirements.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Four (4) years related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general accounting principles and financial modeling.
- Knowledge of budget development processes, including the ability to coordinate and manage annual and capital budgets effectively.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & climbing
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FIRE SYSTEM TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of a Electronics Supervisor, the Fire System Technician is responsible for the installation, maintenance, and repair of fire systems within various facilities. This role is responsible for maintaining existing fire systems, fire codes, and pipe fitting techniques for the Authority. The Fire System Technician executes repairs on fire sprinkler systems, follows design plans, maintains detailed records and fire code compliance, and communicate necessary design changes to accommodate site requirements.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs fire suppression equipment in new construction or retrofit projects to ensure compliance with safety standards.
- Performs corrective repairs on existing fire sprinkler systems to maintain functionality and compliance with fire codes.
- Interprets system blueprints and accurately fit pipes to meet the specifications of various sprinkler systems.
- Delivers materials to job sites and perform minor fabrication as needed to support installation and repair activities.
- Conducts routine inspections of fire systems to identify potential issues and ensure ongoing compliance and safety.
- Documents work performed, including repairs and installations, to maintain accurate records and ensure accountability and compliance.
- Coordinates inspections, deficiency corrections, and repairs with fire system vendors.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience with fire systems and pipefitting.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fire prevention and life safety principles to ensure compliance with safety regulations and standards.
- Knowledge of pipefitting techniques and related fire protection codes and standards to ensure proper installations and repairs.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather, excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

LOGISTICS COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Electronics Manager, the Building Logistics Coordinator performs a crucial role in planning and coordinating Authority special events, collaborating with various departments to ensure successful execution. This role also involves operating power equipment and ensuring cleanliness and organization at work sites after project completion. Aditionally, the coordinator will perform skilled work across multiple trades in the construction, maintenance, and repair of buildings, equipment, and facilities. ***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.***

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assists in the planning and coordination of Authority special events, ensuring all logistical aspects are addressed.
- Performs skilled repairs in plumbing, including water lines, fixtures, and related equipment to ensure functionality.
- Conducts maintenance and repairs in carpentry, plastering, furniture, shelves, doors, and windows as needed.Participates in the erection of small structures and manage complex alterations and repairs related to plumbing, brick, cement, and carpentry work.
- Paints both the interiors and exteriors of buildings to maintain aesthetic standards and protect surfaces.

- Operates power equipment, including drill presses, threading machines, drain cleaning machines, air compressors, and gas-operated saws.
- Monitors and maintains inventory of tools and materials necessary for repairs and event preparations.
- Participates in training and development opportunities to enhance skills related to building maintenance and event coordination.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in trades work.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Maintenance Professional Certification preferred (FMP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Extensive knowledge of safety procedures and the proper use of safety equipment in building maintenance.

- Skill in the use of hand and power tools, including electrical and gas-operated equipment used in construction and maintenance tasks.
- Ability to read and interpret blueprints, drawings, and technical specifications accurately.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

BUILDING MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Building Maintenance Manager, the Building Supervisor oversees the maintenance and repair activities of skilled trades and maintenance personnel for the Authority. This role is responsible for estimating materials and determining equipment needs for various tasks. Additionally, the Building Supervisor will develop and update maintenance policies and procedures, monitor compliance with safety standards, and ensure operational efficiency while maintaining accurate records and reports of all work performed.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts and creates drawings or sketches for maintenance personnel to execute tasks effectively.
- Creates requisitions for equipment, tools, and materials in a timely manner to meet maintenance and construction schedules.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with construction and maintenance requirements.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction or in facility maintenance and repairs.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and plumbing systems.

- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to respond effectively to emergencies and address issues in a timely manner to ensure operational continuity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

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

BUILDING MAINTENANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Facilities, the Building Maintenance Manager oversees the maintenance and repair of all Authority-owned facilities. This role encompasses both managerial and administrative duties, including estimating materials, determining equipment needs, and coordinating construction projects. The manager supervises employees and monitors contractors engaged in building maintenance and repair, ensuring compliance with specifications and contract integrity. Additionally, the Building Maintenance Manager establishes preventive maintenance programs, manages an equipment safety inspection program, and provides technical advice and training to staff while maintaining safety and operational standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manages the installation, inspection, maintenance, and repair of plumbing systems, flooring, carpentry, specialized equipment, outside structures, and roofing systems.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the longevity of facilities and equipment.
- Manages an equipment safety inspection program, conducting periodic inspections to guarantee proper maintenance and safety compliance.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and contract integrity.
- Creates requisitions and maintains an inventory of replacement parts and materials to facilitate timely completion of maintenance tasks.
- Prepares technical specifications for equipment acquisition and repair projects to meet operational needs.

- Creates and manages departmental budgets, ensuring efficient allocation of resources for maintenance operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, in facility maintenance or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and plumbing systems.
- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

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

BUILDING MAINTENANCE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Building Maintenance Supervisor, the Building Maintenance Technician II plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as plumbing, carpentry, and painting. This position involves leading repairs on plumbing systems, drywall, locks, roofs, and various equipment, as well as painting both interior and exterior surfaces to maintain the aesthetic appeal and functionality of buildings. The Building Maintenance Technician II operates a variety of power equipment and may drive to different work sites as needed. Additionally, the Technician will manage and train a workgroup's daily activities, contributing to the overall effectiveness and efficiency of maintenance operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs skilled repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Participates in the erection of small structures and conduct complex alterations and repairs in plumbing, brick, cement, and carpentry.
- Paints both interior and exterior surfaces of buildings to maintain aesthetic appeal and protect against wear and tear.
- Operates power equipment such as drain machines, jetters, lifts, drill presses, threading machines, air compressors, and gas-operated saws.
- Manages and train workgroup personnel in safe operational practices and maintenance procedures.
- Assists in inventory management of tools, equipment, and materials necessary for maintenance tasks.
- Reports any maintenance issues or safety hazards to the Building Supervisor for resolution.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Extensive knowledge of safety procedures and the proper use of safety equipment in building maintenance.
- Skill in the use of hand and power tools, including electrical and gas-operated equipment used in construction and maintenance tasks.
- Ability to read and interpret blueprints, drawings, and technical specifications accurately.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

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

BUILDING MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION:

Under the general direction of a Building Maintenance Supervisor, the Building Maintenance Technician I plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as plumbing, carpentry, and painting. This position involves repairing plumbing systems, drywall, locks, and roofs, as well as painting both interior and exterior surfaces to maintain the visual appeal and functionality of the buildings. The Building Maintenance Technician I is responsible for safely operating equipment, driving to various work sites, and maintaining cleanliness upon task completion.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Repairs and maintains drywall, furniture, locks, and roofs to enhance safety and aesthetics within the facilities.
- Paints interior and exterior surfaces of buildings to maintain visual appeal and protect against wear and tear.
- Operates lifts and motorized equipment safely to facilitate various maintenance tasks efficiently.
- Conducts thorough cleaning of work sites upon task completion to maintain a safe and organized environment.
- Assists and supports other trades as needed based on operational requirements.
- Monitors and reports any safety hazards or maintenance needs identified during service calls or inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Knowledge of safety procedures and regulations related to maintenance tasks to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Lifting up to 50 Ibs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

BUILDING SERVICE PLUMBER

GENERAL DESCRIPTION

Under the general direction of a Building Maintenance Supervisor, the Building Service Plumber performs skilled plumbing work involving the installation, repair, and maintenance of plumbing systems, including water lines, pumps, and underground water and sewer lines. This position operates at the journeyman level, focusing on general maintenance and repair tasks within airport buildings and related facilities, as well as participating in limited construction activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Inspects, repairs, and maintains all plumbing systems, including water, sanitary, and industrial waste lines, ensuring compliance with all applicable codes.
- Inspects and repairs vents, storm drainage systems, special piping systems, and associated fixtures, including building drains and water service pipes.
- Responds to plumbing emergencies, troubleshooting issues and using building plans, diagrams, and blueprints to locate and isolate malfunctions.
- Installs, repairs, and maintains pumps for lift stations to ensure optimal functionality.
- Performs regular cleaning and preventative maintenance tasks on plumbing equipment to maintain proper functioning and longevity.
- Tests and repairs backflow preventers to ensure compliance with safety regulations and functionality.
- Performs other duties related to Facilities Maintenance
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three(3) years experience in plumbing, construction or related field.
- Or equivalent combination of education, training, and experience.
- Must achieve QMP Certification (on-the-job technical training, and a formalized plumbing training course) within one (1) year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Journeyman Plumbing license or similar accreditation level**.**
- Backflow Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of plumbing systems, including installation, repair, and maintenance practices for water, sanitary, and industrial waste lines.
- Knowledge of applicable codes and regulations governing plumbing work to ensure compliance during all tasks.
- Knowledge of storm drainage systems, vents, and special piping systems, including their fixtures and appurtenances.

- Knowledge of safety procedures and practices related to plumbing work and maintenance operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Business Analyst will conduct regular analysis of Airport Concessions, Ground Transportation, and other business lines using diverse data sources. The primary objective is to contribute to decision-making processes, optimize revenue streams, establish budgets, streamline processes and enhance overall customer service. This position involves collaborating with various departments and stakeholders to convert analytical findings into comprehensive reports and innovative concepts and make actionable recommendations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes concessions and ground transportation data.
- Provides insights to department leaders on trends, anomalies, issues, and opportunities.
- Leads and creates monthly financial reporting across all business lines, including presentations and reports for executive management.
- Generates insightful reports from the Business Intelligence System and other data sources.
- Works with external stakeholders, including local General Managers, to ensure two way sharing of information and insights
- Conducts ad hoc reports such as benchmarking analysis.
- Uses data and information to keep department leaders apprised of various aspects of Concessions and Ground Transportation.
- Interprets various sources of data and converts findings into reports, ideas, and recommendations.
- Develops, manages, forecasts, and analyzes departmental budgets.
- Evaluates new lines of business through various financial analyses (pro forma, break-even scenarios, cost-benefit analysis).
- Monitors and reports changes in passenger behavior affecting financial performance by analyzing multiple data sets and external factors.
- Support customer research and survey programs to aid decision-making.
- Contributes to decision-making based on research findings.
- Contributes to future plans in monthly presentations and reports.

- Collaborate with stakeholders and other departments for compliance with revenue control and audit processes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Finance, Economics, or related field.
- Two (2) years of experience in data analysis, findings presentation, and recommendation provision with organizational forecasting and contributing to strategic plans aligned with organizational objectives.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience in aviation or public sector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of financial principles, practices, and procedures related to budgeting, forecasting, and financial reporting.

- Knowledge of utilizing Business Intelligence Systems for generating reports and extracting actionable information.
- Knowledge of relevant key performance indicators (KPI)s and metrics in the concessions and ground transportation industry.
- Ability to conduct independent studies and research to gather relevant information.
- Ability to problem-solve and identify opportunities for improvement.
- Ability to set priorities, meet deadlines, and manage multiple tasks efficiently.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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BUSINESS OFFICE MANAGER (CONCESSIONS AND COMMERCIAL PARKING)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Business Office Manager (Concessions and Commercial Parking) will manage a wide variety of business office functions supporting the Vice President and the Senior Leadership team. The Business Office Manager will be responsible for data collection and coordination of the department's budget and considered the liaison for Concessions and Commercial Parking. The position manages the execution of purchase orders, requisitions, expense reporting and invoice processing. May be tasked with ongoing project coordination of department and/or Authority-wide initiatives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project focused duties supporting a Vice President (VP) of Concessions and Commercial Parking and Department Directors.
- Manages general administrative duties and processes for the Concessions and Commercial Parking Department.
- Provides liaison and coordination with other departments, suppliers and Concessions and Commercial Parking partners.
- Manages general administrative duties, streamlining processes to enhance departmental efficiency.
- Coordinates communication and collaboration between departments, suppliers, tenants, and real estate partners.
- Prioritizes the VP's calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes invoices related to departmental activities and special projects.
- Implements improvements to administrative policies and internal workflows to enhance operational effectiveness.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Manages and coordinates events related to Concessions and supports tenant engagements, ensuring successful execution.

- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports. Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associates Degree in Business Management, Business Administration, Public Administration, related field.
- Previous experience with expense reporting systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of budget management.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to initiate projects and presentations based on department needs.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (GENERAL AVIATION)

GENERAL DESCRIPTION

Under the general direction of the Vice President of General Aviation, the Business Office Manager (General Aviation) manages various department functions supporting the Vice President (VP) and Senior Managers. This role is responsible for the overall effectiveness of the department and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day office management services for General Aviation.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project-focused responsibilities supporting the General Aviation department leadership.
- Acts as liaison between General Aviation and other departments including, but not limited to, the Finance, Procurement and Real Estate departments.
- Researches, collects, and interprets data, and compiles statistical and analytical reports.
- Prioritizes the calendar, focusing on urgent requests and important communications to ensure timely responses.
- Creates presentation materials and summary reports, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of department heads.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.
- Participates in Authority meetings related to General Aviation activities as needed (Events, Internal and External Stakeholder meetings and Town Halls, etc.).
- Proofreads printouts, reports and other documents/forms used by assigned General Aviation Partners in order to identify and eliminate errors.

- Works closely with General Aviation Partners to assist in the coordination of events, employee recognition events, community service projects and other program(s) and events aimed at maintaining a positive culture with the Authority and Tampa Bay Community.
- Schedules department team building or other group meetings and facilitates agendas, meals, event space requests, etc. Tracks, monitors and manages office supply inventory and approves general supply orders.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependable:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Sitting, standing and walking up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Constant typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (HUMAN RESOURCES)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources and Enterprise Risk Management, the Business Office Manager (Human Resources) plays a crucial operational and administrative support role within the Authority's Human Resources Department. The Business Office Manager provides high-level administrative support to department heads. The position manages the execution of purchase orders, requisitions, expense reporting and invoice processing. This role fosters a collaborative environment while maintaining the integrity of sensitive and confidential information.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently performs a wide range of office management and project-focused responsibilities to support Human Resources leadership.
- Acts as a liaison between HR, Administration, and other departments, including Finance and Procurement, for budget, requisition, purchase order, and invoice inquiries.
- Prioritizes the Vice President's (VP) calendar, focusing on urgent requests and essential communications to ensure timely responses.
- Initiates purchase orders and processes invoices for departmental activities and special projects.
- Implements improvements to administrative policies and internal workflows to enhance operational effectiveness.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Creates presentation materials and summary reports for the VP, aiding in effective stakeholder communication.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Manages Board-related and legal items for the Human Resources department.

- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, and spreadsheets for approval by the VP and department heads.
- Participates in Authority meetings related to Human Resources activities, such as Health Fairs, Open Enrollment, and Town Hall Meetings.
- Assists with coordinating employee recognition events, community service projects, and other initiatives that enhance organizational culture.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with expense reporting system software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of budget management.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to initiate projects and presentations based on department needs.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (MAINTENANCE)

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance , the Business Office Manager (Maintenance) manages various department functions supporting the Vice President (VP), Directors, and Senior Managers. This role is responsible for the overall effective administration of the VP and Director's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Maintenance.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages the administrative staff for Maintenance, including Work Control.
- Independently performs various office management and project-focused responsibilities supporting the Maintenance department.
- Researches, collects, interprets data, and compiles statistical and analytical reports.
- Independently determines priority status for the Directors
- and Vice President's calendars giving special attention to requests that reference important matters received or observed, such as incoming communications (email, correspondence, statements, face-to-face meetings requests, phone calls, and internal staff actions).
- Initiates annual purchase orders, requisitions, and expense reports.
- Processes incoming invoices for departments and/or project-specific work.
- Assists in managing Board-related and Development Committee items for Maintenance.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals, signatures, formatting, grammatical construction, and typographical errors.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration or related field
- Four (4) years experience in administrative office management.
- Two (2) year supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (MARKETING)

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Business Office Manager (Marketing) manages various department functions supporting the Director of Marketing and the Marketing & Communications Department. The Business Office Manager is responsible for data collection and coordination of the department's budget and managing the day-to-day operations of the office. The position is also responsible for managing the execution of purchase orders, requisitions, expense reporting, invoice processing and may be tasked with ongoing project coordination of department and/or Authority-wide initiatives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project focused duties supporting the Director of Marketing and manages general administrative duties and processes for the Marketing Department.
- Coordinates with other departments, suppliers, and Marketing partners.
- Prioritizes the Directors' calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes requisitions, invoices and expense reports related to departmental activities and special projects.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Creates presentation materials and summary reports for leadership, aiding in effective communication with stakeholders.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates forecasts and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes. Enters all budget items into Hyperion system used by Finance Department.
- Tracks the marketing funds and manages the reimbursement portion of the Air Service Incentive Program, reviewing and ensuring reimbursements are paid to airlines in a timely manner and do not exceed amounts set by Finance Department.

- Tracks and manages office supply inventory. Builds the Registration site and manages all aspects of participant registration process for TPA's annual 5K on the Runway and key vendors for race logistics, including the race-timing company.
- Administers Authority-wide United Way Employee Giving Campaign.
- Manages the financials of both TPA's 5k on the Runway and the United Way Giving Campaign.
- Reviews on a weekly basis the nonstop destinations listed on TPA's web site with the Air Service Development team and facilitates making necessary updates and changes.
- Serves as the department's Central Records Custodian, back-up Safety Officer, and maintains department's Continuity Business Plan.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional sitting & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (OPERATIONS)

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Operations Support, the Business Office Manager manages various department functions supporting the Vice President (VP), Directors, and Senior Managers in Operations Department. The Business Office Manager also provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Operations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently performs a wide variety of office management and project-focused responsibilities supporting the Operations department leadership.
- Acts as liaison between Operations and other departments, including, but not limited to, the Finance, Procurement, and Real Estate departments.
- Aids in creating, updating, and implementing procedures within the Operations.
- Manages and coordinates the maintenance of operational manuals and related documents.
- Administers the Authority's Voluntary Noise Abatement Program, handling resident complaints and deviations, liaising with Federal Aviation Administration (FAA), and aiding in presentations and communication.
- Supports procurement activities within Operations.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Assists Aircraft Rescue and Firefighting (ARFF) with requisitions and other necessities.
- Coordinates events when required.
- Manages directed projects, initiatives, and operational plans.

- Coordinates and maintains Federal Communications Commission (FCC) licenses held by the Authority.
- Addresses issues raised by airport tenants and the public.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Teamwork:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Aviation Management, Business Management, Public Administration, or a related field.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.

- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (PLANNING & DEVELOPMENT)

GENERAL DESCRIPTION

Under the general direction of the Vice President (VP) of Planning & Development (P&D), the Business Office Manager manages various department functions supporting the VP, Directors, and Project Managers. The Business Office Manager provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for P&D.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Independently performs a wide variety of office management and project-focused responsibilities supporting the P&D department leadership.
- Acts as liaison between P&D and other departments including, but not limited to, the Finance. Procurement and Real Estate departments.
- Researches, collects, and interprets data, and compiles statistical and analytical reports.
- Prioritizes the VP’s calendar, focusing on urgent requests and important communications to ensure timely responses.
- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.

- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of department heads.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.
- Participates in Authority meetings related to P&D activities as needed (Events, Internal and External Stakeholder meetings and Town Halls, etc.).
- Coordinates special events and conference meetings; prepares presentation materials and provides summary and/or action reports for the VP and Directors.
- Assists P&D Project Managers with administrative duties related to badging and project closeout.
- Assists with scheduling and coordinating height zoning activities.
- Prepares and reconciles expense reports (including travel) expenses in electronic system on behalf of VP and other staff when required.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration, or other related field.
- Four (4) years experience in administrative office management.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (PROCUREMENT)

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Capital Programs and ITS, the Business Office Manager (Procurement) manages various department functions supporting the Vice President (VP), Directors, and Senior Managers. The Business Office Manager provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Procurement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide range of office management and project-focused responsibilities to support Procurement leadership.
- Assist with the administration of the Authority's P-CARD program, including processing new card requests and assisting cardholders as needed.
- Manages department marketing publications and professional organization memberships.
- Manages the processing of Board agenda documentation, ensuring accurate preparation, execution, and dissemination of all necessary documents.
- Oversees and coordinates various department meetings, including agenda preparation, planning, and execution.
- Assists with updates to the Procurement Department's internet and intranet pages.
- Submits solicitation notifications to the Board Administrator on behalf of Procurement Agents.
- Manages the department budget, including but not limited to, preparing and tracking department budget, including updating the expense forecast in system.
- Manages the procurement helpline operations.
- Coordinates with department personnel, Authority departments, external customers, and suppliers to facilitate procurement processes.
- Coordinates with Enterprise Risk Management, contractors, and outside agencies to ensure timely receipt of certificates of insurance and bonds to meet contractual requirements.
- Oversees the Supplier Registration program and ensure the integrity of supplier data.
- Tracks and manages office supply inventory and processes order requests.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Ability to manage department budgets, track expenses, and forecast spending using tools like Hyperion or similar financial software.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Continuous typing
- Occasional use of car/light truck
- Continuous computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (REAL ESTATE)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Business Office Manager (Real Estate) manages various department functions supporting the Vice President (VP), Directors, and Project Managers. This position is responsible for the department's Board agenda process and document control, preparation, formatting, data collection, and coordination of the department's budget; coordination and execution of all events and meetings with the Airport-Airline Affairs Committee and other key stakeholder groups; and managing the day-to-day operations of the office. The position also manages the execution of purchase orders, requisitions, expense reporting, and invoice processing.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide range of office management and project-focused responsibilities to support Real Estate leadership.
- Coordinates communication and collaboration between departments, suppliers, tenants, and real estate partners.
- Prioritizes the VP's calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes invoices related to departmental activities and special projects.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Manages and coordinates events related to Airline Affairs and tenant engagements, ensuring successful execution.
- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYSIS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Business Architecture & Product Support, the Business Systems Analysis Manager is focused on providing both functional and technical support to end users regarding enhancements, issues, and projects related to the Authority's applications. The Manager is responsible for developing budgets, following project management processes, and leading and coaching teams while prioritizing customer satisfaction. This role is critical in bridging the gap between business needs and technical solutions, overseeing the analysis, design, and implementation of systems that support business operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works closely with business stakeholders to understand their requirements for new or existing systems through interviews, workshops, and analysis sessions to comprehensively elicit, document, and analyze requirements.
- Collaborates with technical teams and architects to design systems that meet identified business requirements, including defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables align with organizational needs.
- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Ensures the quality of system deliverables through rigorous testing and validation by developing test plans, coordinating testing activities, and overseeing the resolution of issues and defects.
- Ensures business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and assesses risks associated with business systems initiatives and develop mitigation strategies to minimize impact on project success.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Five (5) years experience in business analysis or systems analysis and quality assurance testing, or related field.
- Two (2) years supervisory experience.
- At least one advanced certification in analytics/business analysis, project management, or in product leadership/product ownership. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quality assurance principles and practices, including testing methodologies, test planning, and defect management to ensure the quality and reliability of system deliverables.
- Knowledge of performance metrics and reporting techniques to evaluate the effectiveness of business systems and processes.
- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Business Systems Analysis Manager, the Business Systems Analyst provides both functional and technical support to end users concerning enhancements, issues, and projects related to the Authority's applications. This position involves responding to, documenting, and resolving service tickets in a timely manner in accordance with service level agreements (SLA). The Business Systems Analyst conducts root cause analysis, develop checklists for common enhancements and issues, and recommend procedures and controls to optimize application performance. Supporting multiple applications and domain areas, including ERP, GIS, interfaces, and Cloud Services, this role works independently as well as under the guidance of more experienced team members, collaborates with consulting resources, and assists with work orders.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Develops an understanding of relevant business areas to recommend effective solutions and build high-quality requirements.
- Assists in conducting interviews, workshops, surveys, site visits, and storyboards, to gather business requirements.
- Contributes to business requirements by making recommendations and suggesting alternatives to proposed solutions.
- Assists in translating conceptual user requirements into clear, detailed functional requirements for implementation.
- Contributes to requirements scoping throughout the delivery process to ensure alignment with business goals.
- Assists in creating artifacts, including business case documentation, scope documentation, and process flows.
- Supports delivery teams during the development, testing, and deployment of solutions.
- Documents current processes and models to identify inefficiencies or gaps in operations.
- Identifies and assists in prioritizing opportunities to streamline business processes for improved efficiency.
- Troubleshoots software issues and identify root causes of problems for resolution.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CSPO, etc. Relevant certifications in areas such as Oracle ERP, GISP, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Ability to engage both developers and business partners to achieve target outcomes.
- Knowledge of Agile development methodologies and Agile planning tools.
- Knowledge data analytics and SQL to support decision-making processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST II

GENERAL DESCRIPTION

Under the general direction of the Business Systems Analysis Manager, the Business Systems Analyst II provides both functional and technical support to end users concerning enhancements, issues, and projects related to the Authority's applications. This intermediate-level position involves increased responsibilities and autonomy in managing service tickets, ensuring timely documentation and resolution in accordance with service level agreements (SLA). The Business Systems Analyst II conducts root cause analysis, develop checklists for common enhancements and issues, and recommend procedures and controls to optimize application performance. Supporting multiple applications and domain areas, including ERP, GIS, interfaces, and Cloud Services, this role requires independent work as well as the ability to guide and mentor junior team members, collaborate with consulting resources, and assist with work orders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Obtains a deep understanding of relevant business areas to recommend effective solutions and build high-quality requirements.
- Utilizes various techniques, such as interviews, workshops, surveys, site visits, and storyboards, to gather business requirements.
- Shapes business requirements by making recommendations and suggesting alternatives to proposed solutions.
- Translates conceptual user requirements into clear, detailed functional requirements for implementation.
- Facilitates stakeholder discussions to help resolve competing priorities between stakeholder groups and escalate issues as appropriate.
- Manages requirements scoping throughout the delivery process to ensure alignment with business goals.
- Creates necessary artifacts, including business case documentation, scope documentation, and process flows.
- Supports delivery teams during the development, testing, and deployment of solutions.
- Documents current processes and models to identify inefficiencies or gaps in operations.
- Identifies and assists in prioritizing opportunities to streamline business processes for improved efficiency.

- Troubleshoots software issues and identify root causes of problems for resolution.
- Plans application system upgrades, installs new releases, and assists with migrations to ensure system integrity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Two (2) years experience in Business Analysis, Systems Analysis, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CSPO, etc. Relevant certifications in areas such as Oracle ERP, GISP, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in problem resolution, negotiation, and influencing outcomes effectively.

- Ability to engage both developers and business partners to achieve target outcomes.
- Knowledge of Agile development methodologies and Agile planning tools.
- Knowledge data analytics and SQL to support decision-making processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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CAD/BIM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Planning, the CAD/BIM Manager is responsible for leading all CAD and BIM capabilities for the Authority, as well as directing, overseeing, and implementing the Authority's CAD and BIM standards and initiatives. This position is responsible for developing and executing a vision for BIM at Tampa International Airport (TPA) and the General Aviation airports including the use of new software and hardware technology in BIM such as Virtual Reality (VR), Augmented Reality (AR), Mixed Reality (MR) and others, which reflects the forefront of industry trends to leverage the BIM environment better. The CAD/BIM Manager will maintain and update the current CAD standards, develop and maintain BIM standards, define BIM business needs, improve business processes and asset management, and maintain accurate and up-to-date building documentation. The BIM/CAD Manager is expected to engage with both internal and external entities.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, implements and maintains CAD/BIM standards, documentation and workflow processes.
- Maintains existing base files and background files (BIM/CAD) of Authority facilities and coordinate the acquisition and inclusion of new spatial data, utilities, drainage and/or properties or buildings.
- Expands and administers existing quality control/assurance programs for the adherence of BIM and CAD submissions from design and construction professionals to Authority standards.
- Communicates BIM initiatives and promote the BIM program.
- Proactively engages departmental leaders and project directors regarding the implementation of BIM within the Authority's Capital Improvement Program (CIP).
- Coordinates facility space identification systems including Propworks and addresses identification databases.
- Develops and maintains a wide range of drawing exhibits such as Project Management Plan (PMP) exhibits, lease exhibits, property maps, site plans, special use plans, security plans, facility floor plans, incident reports and signs.

- Collaborates with the Authority's Geographic Information System (GIS) database and Maintenance teams to support asset collection, management, and integration with the Authority's BIM models.
- Develops, implements, and maintains GIS content for the Planning and Development Department.
- Responsible for the use and maintenance of the Authority's large-format printer and Real-Time Kinematic (RTK) GPS data collector.
- Manages all CAD and BIM software subscriptions and specialized software needs for architecture and engineering in the planning and development department.
- Manages, organizes, and distributes all construction documents for the Authority.
- Assists and supports the Height Zoning Permit process.
- Coordinates, receives, revises, and approves the final digital construction models and drawings from consultants in CAD, BIM, and other formats for all construction projects managed by the Authority.
- Maintains and updates the GIS utilities atlas for Tampa Airport.
- Updates and incorporates assets into the Asset Management System of the airport in Cityworks (GIS format)
- Implements BIM, CAD and GIS solutions applied to Planning and Development.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Engineering, Architecture, or related field.
- Seven (7) years experience in administering or managing BIM projects or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor’s Degree in Architecture, Engineering, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CAD and BIM Standards and practices.
- Experience integrating Revit/AutoCAD with GIS.
- Advanced knowledge of AEC Collection(Revise Instantly (Revit), Civil 3D, AutoCAD Map, ArcGIS Pro, ArcGIS Online, Navisworks, Infraworks, Recap and AutoCAD.)
- Knowledge of AAC, A360, Navisworks and/or Dynamo.
- Working knowledge of Photoshop, Illustrator and/or InDesign.
- Knowledge of airport planning and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CAPITAL PLANNING SENIOR ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Capital Planning Senior Analyst will be responsible for providing analytical and reconciliation of the Authority's Capital Improvement Program (CIP). Responsible for critical elements essential to the successful management of the Authority's long-range CIP construction projects and grant reimbursement. The role involves managing and updating Capital Improvement Program (CIP) data, collaborating with various departments for budget and timeline discussions, overseeing federal and state grant management processes, and generating detailed reports and analysis to support financial oversight and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Updates and maintains CIP project data with actual costs.
- Works with the Planning and Development department to ensure the projected payments are accurate and the correct cash curve is used.
- Generates monthly cash forecasts prior to project payments to outline capital cash requirements, as requested by the Finance Department.
- Updates and maintains files containing Capital Improvement programs.
- Attends Development Committee meetings and consults with the Director of Capital Programs to discuss changes related to budget updates, funding sources, project timelines, and modifications to the Capital Improvement Plan.
- Generates ad hoc reporting and using the data for project summaries, variance analysis, and scenario comparison.
- Responsible for creating and managing files for both federally assigned grants from the Federal Aviation Administration (FAA) and state grants from the Florida Department of Transportation (FDOT). This includes reviewing grant agreements for eligible costs, preparing and submitting payment invoices and journal entries, generating necessary reports, maintaining records for audits, and preparing close-out documents for the FAA grants.
- Ensures thorough reconciliation of master plan project accounts between the Authority's accounting system and construction project management software, collaborating with the internal team to address discrepancies. This includes generating detailed monthly reports to monitor actual expenditures and commitments.

- Reviews and approves all project related requisitions which includes the creation and assignment of tasks numbers within the Oracle Project Module.
- Responsible for closing purchase orders as final payments are processed for design, construction, equipment, and miscellaneous invoices.
- Provides assistance for Book Transfers, CIP Status Review Reporting, Certified Payroll, Work Order Processing, Design Invoice Reviews, and Performance Measures Quarterly Report (PMQR).
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Finance, Accounting, or related field.
- Three (3) years experience in business analysis with a thorough understanding of project management.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with construction management software (Prolog, Primavera).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CIP processes and related financial management principles.
- Ability to perform detailed financial analysis and reconciliation between various accounting systems and project management software.
- Knowledge of federal and state grant management processes, including eligibility requirements and reporting obligations.
- Skill in advanced Microsoft Excel, including the ability to create complex spreadsheets and perform data analysis.
- Ability to produce accurate cash forecasting and financial reporting to project capital cash requirements effectively.
- Knowledge of construction project management practices and the ability to apply them to manage project timelines and budgets.
- Skill in creating and maintaining detailed project documentation, including grant files and project summaries.
- Ability to work independently with considerable judgment while managing multiple projects in a fast-paced environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF COMMERCIAL OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Commercial Officer plays a pivotal role in shaping and executing dynamic programs across Marketing, Communications, Concessions and Commercial Parking, Real Estate, and Air Service Development to maximize revenue streams. This position is crucial in proactively promoting the Authority's policies and initiatives while driving growth and revenues. Leading a dedicated communications team, the Chief Commercial Officer will collaborate closely with program leaders and staff to implement a comprehensive, mission-focused communications and marketing strategy at the enterprise level. Beyond internal coordination, this role will actively engage with external stakeholders and consultants to enhance the Authority's visibility and brand, driving the advancement of its policy and program objectives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements comprehensive revenue strategies aligned with the Authority’s overall goals and objectives.
- Provides leadership for the design, implementation, and management of issue-focused communication initiatives.
- Develops strategic communication plans, both proactively and responsively to breaking events.
- Ensures all staff has timely access to internal information about the Authority.
- Utilizes various communication channels, including social media, to ensure accurate and consistent information accessibility.
- Leads the development and execution of comprehensive strategies to attract airlines to the market, driving growth in both domestic and international flight operations.
- Works closely with program leaders to integrate communication strategies into broader plans.
- Champions the strategic negotiation of airport concession agreements across diverse sectors, including food and beverage, retail, rental cars, parking, ground transportation, advertising, and sponsorships, to maximize revenue potential.
- Provides regular strategic and tactical communication support to the CEO's office and senior management team.
- Offers communications oversight for critical information relayed to the Board of Directors.

- Directs the Authority's real estate strategy, encompassing land acquisition and disposition, commercial development, property management, and asset activation, with a primary focus on optimizing revenue generation and enhancing asset value.
- Collaborates with internal and external stakeholders to ensure profitability and optimal resource utilization leveraging the Authority's visibility and brand.
- Enhances the customer experience to attract and retain passengers and other airport users, which can positively impact revenue.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Business Administration, Public Relations or another related field.

- Ten (10) or more years proven experience in senior leadership roles within marketing, communications, or related field.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources.
- Knowledge of generally accepted accounting and auditing principles in the public sector.
- Ability to craft and execute revenue strategies, identifying growth opportunities, setting revenue targets, aligning sales and teams to achieve these goals.
- Skill in bargaining effectively with others to resolve conflict or achieve results.
- Ability to analyze sales data, customer behaviors and market trends to inform strategies.
- Ability to understand market trends and customer needs to adapt strategies to changing market conditions.
- Ability to align and optimize the efforts of sales, marketing, and customer success teams to drive growth and maximize revenue.
- Strong analytical skills with the ability to make data-driven decisions.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to take decisive action, address issues proactively, and hold oneself accountable for outcomes and behavior.
- Knowledge of metrics and evaluation techniques to assess the effectiveness of communication strategies and initiatives.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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CHIEF DEVELOPMENT OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Development Officer is responsible for overseeing and executing the airport's planning, engineering, and development projects, while also prioritizing safety, security, and passenger experience. This position plays a key role in projects aimed at expanding and enhancing the Airport's infrastructure to facilitate its growth and operations, while also making sure that these facilities operate safely and efficiently. This role provides strategic leadership and direction to the Planning & Development and Maintenance Departments, overseeing multi-billion-dollar valued capital improvement programs, leading projects from the planning stage through design, and construction, and the overall Asset Management Program for Tampa International Airport. This role contributes to the organization's mission and values and fosters a working environment that reflects teamwork, excellence, vision, hospitality, and community.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements the Authority's long-term development vision and strategy, ensuring it aligns with the Authority's vision, mission and values.
- Oversees long-term plans for capital equipment and improvement projects and contributes innovative ideas for expansion and improvement initiatives.
- Collaborates with the CEO on essential growth strategies and works with the senior management team to plan, review, and revise the Authority's development programs.
- Ensures consistent implementation of planning and development activities and capital construction projects.
- Oversees the safe and efficient operation of airport facilities, ensuring a high level of customer service and passenger satisfaction.
- Monitors and manages facilities and physical assets to provide world-class customer service.
- Advises on efficient staffing plans, specialty outsource contracting, consulting services contracts, and management approaches to achieve organizational goals.
- Responsible for appropriate budgeting, monitoring, and management of funds and resources related to the planning and delivery of multi-billion-dollar capital improvement programs.
- Prepares and manages annual budgets for personnel, equipment, and projects, with responsibilities exceeding $100 million.

- Fosters a creative, strong, healthy, and equitable culture across the workforce. Lead by example and maintain a servant leadership approach.
- Encourages and navigates inspirational ideas and innovative processes that drive growth and development.
- Exemplifies and maintains a high level of ethics and integrity in all aspects of the role.
- Displays a leadership demeanor characterized by drive, purpose, and a commitment to achieving organizational goals.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree Engineering, Architecture, Construction, Business Administration, Facilities Management or related field.
- Ten (10) years of proven experience in a senior leadership role overseeing facilities management, planning, and development in a large organization, preferably in the transportation or aviation industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of capital improvement projects, construction management, and maintenance operations.
- Demonstrated ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Strong problem-solving, decision-making, and analytical abilities.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

CHIEF EXECUTIVE OFFICER

GENERAL DESCRIPTION

Serves as the Chief Executive Officer (CEO) of the Hillsborough County Aviation Authority (HCAA or Aviation Authority). Under the general direction of the Board, the CEO is responsible and accountable for leading all departments and administrative functions of the Aviation Authority and its airports, Tampa International Airport, Peter O. Knight Airport, Tampa Executive Airport, and Plant City Airport.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Creates and implements long-term strategic initiatives, approved by the Board, to guide the development and direction of HCAA.
- Monitors and directs action on all local, state, and federal legislative and regulatory initiatives relating to the aviation, transportation, and tourism industries to protect and promote the interests of the HCAA.
- Directs the governmental affairs department and lobbyists to achieve the funding and regulatory goals of the Aviation Authority.
- Coordinates the activities and involvement of the Aviation Authority with industry groups such as Airports Council International, the American Association of Airport Executives, and other trade associations to influence the initiatives these organizations pursue to align their compatibility with the goals and objectives of HCAA.
- Coordinates and collaborates with regional and state agencies that have responsibility for economic development, travel, tourism, transportation, and convention activities to ensure that the Aviation Authority is positioned to help direct efforts and to satisfy the requirements for continued growth of travel for the overall benefit of the Tampa Bay Region.
- Fosters media, community, and governmental relations; develops strategies to effectively inform the community and other stakeholders about news and relevant developments; and maintains good relations with the public by being active in the Tampa Bay Region and directing the community engagement of HCAA and its employees as well.
- Develops and manages operating and capital budgets that result in competitive airline rates while ensuring that HCAA has the resources to achieve its goals and objectives.
- Maximizes revenues and minimizes expenditures to protect the financial strength of HCAA.
- Provides safe, secure, and convenient facilities and administers the safe operations, construction, maintenance, and protection of operational areas of HCAA airports.

- Responsible for the selection, training, and motivation of Aviation Authority staff to create a productive work environment. Implements programs to ensure staff career advancement opportunities and provides the resources to accomplish assigned tasks. Conducts leadership succession planning.
- Complies with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and individuals providing goods and services to HCAA. Develops programs to ensure equal opportunities for Disadvantaged Business Enterprises.
- Responsible for lease and contract negotiations and for the coordination with air carriers, concessionaires, and tenants of the aviation system to ensure that facilities are put to their highest and best use with the goal of driving revenues, increasing services, and driving customer loyalty.
- Explores growth strategies for all areas of the HCAA business portfolio.
- Analyzes and provides statistical and economic concepts to support recommendations and promote airport-oriented activities in the Tampa Bay Region.
- Develops staff and programs, subject to budget constraints, necessary to attract new passenger and cargo markets and airlines, both domestic and international, with the goal of increasing air service options and supporting the economic development goals of the Tampa Bay Region.
- Provides reports to the Board on various business development and air service efforts and opportunities.
- Communicates industry trends and developments to the Board.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

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COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Vision:** Creating a vision for the organization and ensuring the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organization.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in , or related field.
- years experience in organizational leadership or related field.
- years supervisory experience.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport industry best practices, standards, and regulations.
- Knowledge of key functional domains of relevance - airport finance, commercial/revenue generation, administration, operation, maintenance, planning, and development.
- Knowledge of domestic and international air service development
- Knowledge of the airport and aviation industry, including international regulations and market dynamics
- Ability to focus on regional economic development.
- Ability to envision and plan for future opportunities and challenges.
- Skills in leading teams, with a wide range of administrative functions, and providing strategic guidance.
- Skills in presentations to a diverse group of stakeholders.
- Skills in building and maintaining relationships with stakeholders, including community leaders and industry professionals.
- Skills in interacting with journalists and managing public perception.
- Ability to perform under pressure and maintain composure in challenging situations.
- Ability to address large groups and engaging in high-stakes conversations
- Ability to provide leadership and direction that cultivates respect and influences positive behavior at all organizational levels.
- Ability to think strategically with excellent judgment, fostering informed decision-making on challenging and complex issues.
- Ability to think ahead and anticipate future trends and challenges in the industry.
- Ability to manage organizational change effectively and efficiently.
- Ability to communicate effectively orally and in writing to diverse audiences.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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CHIEF FINANCIAL OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Financial Officer also serves as the Chief Information Officer, and Chief Purchasing Agent for the Authority, encompassing a wide range of critical responsibilities. As Chief Financial Officer, the role involves planning, implementing, managing, and overseeing all finance and accounting activities within the Authority. In the capacity of Chief Information Officer, this position manages all aspects of Information Technology (IT) to effectively support the Authority's operations, security, and strategic objectives. As the Chief Purchasing Agent, this role oversees the Authority's procurement processes, regulations, cost analysis, and financial reporting. Responsibilities include overseeing the development and compliance with departmental procedures, monitoring departmental performance, formulating long-range strategies, and guiding the preparation of both operating and capital budgets.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides financial guidance and expertise to the CEO and other stakeholders.
- Develops and implements the Authority's financial plans, budgets, and forecasts, ensuring the efficient and effective use of public funds.
- Ensures accurate and timely financial reporting, as well as compliance with all relevant regulations and accounting standards.
- Identifies and manages financial risks, including those related to debt, investments and insurance.
- Interacts with the Authority's trustees related to bond covenants and the administration of existing debt.
- Directs the establishment and management of Authority banking and investments.
- Provides high quality, cost effective, and timely procurement processes to meet the needs of internal and external customers.
- Ensures the timely availability of quality materials, supplies, equipment, design, construction, concessions, and professional services in support of the Authority's revenue generation, operations and administrative functions.

- Ensures compliance with all federal, state and local procurement requirements in the selection of contractors, concessionaires, consultants and individuals providing goods or services to the Authority.
- Maximizes revenues and minimizing expenditures to protect the financial strength of the Authority.
- Develop, in conjunction with a wide range of stakeholders, an effective and implementable Authority cyber security strategy.
- Monitor the Authority's ability to manage information resources in a manner consistent with existing cyber-related policies and procedures.
- Support the increased use of leading-edge technology to enable the Authority to carry out it's mission better.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's degree in business administration or public administration.
- Ten (10) years of senior-level experience in managing the accounting, investment and financial functions of a similarly sized organization in a position with significant organizational and budget responsibility, preferably at a medium to large size airport or other governmental organization.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience complying with federal, state, and local procurement laws and regulations governing the purchase of equipment, supplies and services.
- Ability to collaborate with key stakeholders to proactively define procurement needs and determine options that meet policy and law requirements.
- Knowledge and understanding of accounting principles, budgeting, forecasting, financial analysis, and financial reporting.
- Knowledge of capital budgeting, project financing, and large-scale capital improvement projects.
- Knowledge of IT operations, including incident management, service desk operations and IT asset management.
- Knowledge of data analytics techniques and tools to extract insights from airport data for better decision-making.
- Knowledge of relevant aviation regulations and IT standards, such as those related to data privacy and security.
- Ability to manage relationships and negotiate contracts effectively.
- Ability to analyze data to identify trends, patters, and insights to improve airport operations.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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CHIEF LEGAL OFFICER/GENERAL COUNSEL

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer and Authority Board Members, The Chief Legal Officer/General Counsel is responsible for all legal matters. This role will represent the Authority as required under the Rules Regulating the Florida Bar, including but not limited to Rule 4-1.13 Organization as Client. It is the duty of the General Counsel to take charge, manage, and control the legal business of the Authority and serve as the legal advisor to Board members, the Chief Executive Officer, and all the Authority's departments on all legal matters related to airport operations, including contracts, leases, regulatory compliance, litigation, and risk management. The Chief Legal Officer/General Counsel will prosecute and defend all legal actions by and against the Authority with assistance as necessary from outside special legal services.

This position will manage all activities of Legal Affairs and the Government and Community Relations departments, including establishing departmental goals, supervising staff, managing legal budgets, and overseeing the preparation of all agreements relating to the Master Plan development program, airline agreements, concession/commercial development agreements, land acquisition and ground leases, construction and consultant agreements, and the lease of airport facilities at the Authority's four airports. This role will ensure compliance with all applicable federal, state, and local laws and regulations, including aviation regulations, labor laws, environmental regulations, and procurement rules.

The Chief Legal Officer/General Counsel is hired by the Chief Executive Officer and is subject to approval by at least a majority of the Authority Board.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive legal strategy to support the airport's strategic goals and objectives, including risk mitigation, regulatory compliance, and legal support for business development initiatives.
- Identifies, assesses, and mitigates legal risks associated with airport operations, including operational risks, strategic initiatives, and potential litigation.
- Provides legal opinions and advice to the CEO and Board Members on a wide variety of legal matters related to all aspects of the Aviation Authority from its governance to the management and operation of Tampa International, Peter O Knight, Plant City, and Tampa Executive Airports.

- Oversight of any existing or proposed federal, state, or local legislation or governmental policies that would affect the governance, finances, operations, or management of the Authority.
- With the aid and assistance of the Director of Government and Community Relations, prepares, advocates or opposes such laws in a manner which will best represent the interests of the Authority, including the hiring of specialists and experts in connection therewith.
- Builds and maintains strong relationships with key stakeholders, including airport staff, government officials, industry partners, and other relevant parties.
- Stays informed about updates in aviation regulations, laws, and policies, and ensure the Authority's operations adhere to these changes.
- Reviews and approves all contracts, grant agreements, concession agreements, vendor agreements, labor agreements, user agreements, leases, easements, permits and similar documents.
- Coordinates all legal issues with the Authority's CEO.
- Drafts and final preparation of contracts or other legal documents.
- Representation in real estate transactions, including examination of land titles.
- Representation in actual or threatened litigation or in any adversarial proceedings before administrative agencies.
- Liaises with legislative and executive representatives of County, State or Federal government agencies.
- Oversees all outside legal service contracts.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Juris Doctor Degree from an accredited school of law.
- A member in good standing of the Florida Bar.
- Ten (10) years experience as a practicing attorney including extensive professional legal experience involving some branch of local government, experience in the aviation or transportation industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience should reflect demonstrated knowledge and a thorough understanding of the laws as they relate to the sale and purchase of real property; rental and lease agreements; construction and contract administration; procurement; and compliance with policies and procedures. The General Counsel will perform a wide range of legal services for the Authority and a thorough understanding of the requirements relating to the Public Sector environment is critical.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF OPERATING OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Operating Officer is responsible for overseeing the day-to-day operational functions at the Hillsborough County Aviation Authority airports, ensuring safe, efficient, customer-focused service delivery, operational excellence, stakeholder engagement, and regulatory compliance. This role requires strategic planning, strong leadership, deep operational expertise, adoption of best practices, and the ability to understand and manage complex airport systems and cross-functional teams. This position is responsible for various departments, including Airport Operations, Public Safety and Security, General Aviation, Human Resources, Enterprise Risk Management and Safety.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Direct all facets of airport operations including airfield management, terminal operations, ground transportation, guest experience, public safety, and emergency preparedness, Human Resources, Enterprise Risk Management and Safety.
- Ensure continuous 24/7 safe and efficient operations in compliance with all federal, state, and local regulations, including FAA, TSA, FDOT and environmental standards.
- Lead daily operations planning and implementation, supporting peak traffic demands and irregular operations (IROPS) management.
- Collaborate with the CEO and executive team to implement the airport's strategic vision, including capacity expansion, capital improvement programs, and sustainability initiatives.
- Drive performance metrics, KPIs, and benchmarking to optimize service delivery and operational efficiency.
- Lead initiatives to modernize airport technology, passenger experience, and operational resiliency.
- Lead a large, diverse team across multiple departments including Operations, Public Safety and Security, General Aviation, Guest Experience, Human Resources, Enterprise Risk Management and Safety
- Build a culture of accountability, inclusion, innovation, and continuous improvement.
- Mentor and develop leaders and staff.
- Serve as a key liaison with federal agencies (FAA, TSA, CBP, FDOT), airlines, concessionaires, contractors, local government, and other airport partners.

- Lead or participate in regular airline and tenant meetings to ensure operational alignment and address service issues.
- Oversee the airport's Emergency Operations Center (EOC) and ensure proper coordination of emergency response efforts during crises such as weather disruptions, accidents, or security events.
- Ensure preparedness plans, drills, and continuity of operations plans (COOP) are maintained and tested.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

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

- Ten (10) or more years of proven track record in senior leadership roles within the aviation industry, with a focus on airport operations and customer service.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the aviation industry, including airport operations, regulations, safety standards, and emerging trends.
- Skill in budget planning, financial analysis, and identifying cost-saving opportunities to optimize operational efficiency.
- In-depth knowledge of customer service best practices and methods for measuring and improving customer satisfaction.
- Knowledge of local and international aviation regulations, with the ability to ensure compliance and navigate regulatory changes.
- Ability to think strategically, set clear goals, and develop effective strategies for achieving them.
- Knowledge of the latest technologies and innovative solutions in aviation operations and customer service.
- Knowledge of stakeholder dynamics, including relationships with airlines, government authorities, vendors, and industry partners.
- Ability to think strategically, set clear goals, and develop and implement effective strategies to achieve them.
- Exceptional problem-solving skills to identify issues, analyze data, and develop innovative solutions to challenges.
- Ability to exercise sound judgment and decision-making, particularly in high-pressure situations.
- A customer-centric mindset with a passion for delivering outstanding passenger experiences and a commitment to continuous improvement.
- Financial analysis skills to manage budgets, assess cost-saving opportunities, and make data-driven decisions.
- Ability to manage and respond to crises and emergencies efficiently, ensuring the safety and satisfaction of passengers and employees.
- Understanding of the global aviation landscape and the ability to consider international factors in decision-making, especially for international airports.
- Ability to adapt to evolving industry trends, regulations, and customer preferences.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.

- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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COMMERCIAL PARKING AND GROUND TRANSPORTATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Commercial Parking and Ground Transportation the Commercial Parking and Ground Transportation Manager is responsible for the day-to-day operations of the public parking, rental car, and ground transportation operations. The position assists in creating and enforcing policies and procedures as defined by agreements, the Ground Transportation Operations Manual, and Authority policies, standard procedures, and operating directives. The position also assists in preparing reports related to the parking revenue control system, parking trends, capacity and usage.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and monitors the day-to-day functions of the parking operation with a focus on capacity management, rental car operation, and ground transportation operations, and serves as the Commercial Parking and Ground Transportation first point of contact.
- Team lead representing the team in meetings during the planning, implementation, and monitoring of selected construction and maintenance projects to minimize customer service and operational impacts.
- Assists with parking capacity analyses, consistently monitors parking capacities, and redirects customers to open parking spaces as needed using available tools.
- Drafts and revises emergency procedures and collaborates with other departments to be the team lead for emergency planning and selected response.
- Conducts monthly inspections of rental car company operation and assigned space to ensure compliance with agreement terms and conditions, safety, and aesthetics.
- Assists in overseeing the agreements for parking, rental cars, Transportation Network Companies and other ground transportation modes, with a particular focus on compliance and standards.
- Performs semi-annual audits of the parking operator to ensure compliance with the Parking Facilities Management Services Contract.
- Provides input regarding the annual parking fiscal year operating budget and assists with monitoring the parking expense budget.

- Regularly inspects the parking facilities to ensure they are maintained in a clean and safe condition, and that customer service standards are being met . -Makes recommendations for operational improvements and efficiencies.
- Acts as support for expense reports, Parking and Revenue Control System (PARCS), AVI, and other parking and ground transportation related reports.
- Collaborates with other Authority departments, in particular Operations, Maintenance, and Planning and Development, as needed and maintains excellent working relationships.
- Assists with revisions to policies, procedures, rules and regulations.
- Works closely with Enterprise Risk Management regarding damage claims and/or personal injury reports.
- Assists with customer service inquiries and/or complaints related to commercial parking and ground transportation.
- Reviews parking refund requests to ensure requests are resolved and meet response guidelines.
- Resolves internal requests, questions, and complaints frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in business or public administration or related field.
- Three (3) years related experience.

- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport parking facility operations and ground transportation systems, including relevant federal, state, and local regulations affecting these operations.
- Knowledge of business principles and practices related to the management of parking and ground transportation agreements, including compliance standards and operational guidelines.
- Skill in leadership and team management, effectively guiding staff and fostering a collaborative work environment.
- Skill in communication and presentation, enabling clear and effective interaction with diverse audiences, including staff, tenants, and external stakeholders.
- Ability to analyze operational data and make recommendations for improvements and efficiencies within parking and ground transportation services.
- Ability to prepare and manage budgets, ensuring accountability for expenses and adherence to financial targets in the parking operation.
- Ability to monitor and enforce compliance with facility cleanliness and safety standards, ensuring that all operations meet established guidelines.
- Skill in producing and maintaining various operational reports, including financial, expense, and usage reports, to inform management and support decision-making.
- Ability to handle customer service inquiries and complaints effectively, ensuring timely responses and resolutions to enhance passenger satisfaction.
- Ability to collaborate with various departments and external agencies, maintaining strong relationships to support operational objectives.
- Knowledge of preventative maintenance practices and safety hazard identification to ensure the integrity and functionality of parking and ground transportation facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing
- Frequent use of car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

COMMERCIAL PARKING SYSTEMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Commercial Parking Systems Manager is responsible for overseeing the daily operations of the Authority's online booking system while providing essential support to the overall management of parking operations. This position engages in a diverse range of responsibilities, including active participation in all facets of the online booking system, ensuring its continuous enhancement, and leading initiatives for process improvements. This role will analyze industry best practices and emerging trends, develop strategic initiatives to optimize the booking system, and generate insightful reports that inform business decisions.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Benchmarks other online booking systems and analyze system data to identify opportunities for enhancements.
- Recommends and evaluates enhancements for both the front-end and back-end of the online booking system.
- Develops strategic initiatives, including loyalty programs, premium offerings, and revenue-enhancing opportunities.
- Acts as the primary point of contact for customers, addressing complaints, concerns and feedback related to parking products and the online booking system.
- Monitors and utilizes user feedback to track, report, and recommend actions to improve customer service.
- Collaborates with other departments to design, implement and review marketing and communication initiatives to ensure alignment on desired objectives
- Investigates and responds to customer requests for online booking system refunds.
- Ensures compliance and adherence to terms and conditions, making recommendations for improvement.
- Responsible for the day-to-day administration of the online booking system and insights into the parking operation and capacities
- Develops, manages, forecasts, and analyzes parking budgets.
- Assists with monthly financial reporting, including presentations and reports for executive management.

- Interprets various sources of data and converts findings into reports, dashboards, ideas, and actionable intelligence.
- Generates daily reports that facilitate decision-making and provide actionable intelligence.
- Provides analysis, data, and insights related to audits and business reviews.
- Serves as the subject matter expert for the online booking system and its performance.
- Collaborates with the Research Department on focus groups, surveys, and other customer feedback initiatives.
- Evaluates and reports on e-commerce industry best practices, with a focus on relevant airport e-commerce opportunities.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or related field.
- Three (3) years of experience managing online booking systems.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of systems analysis techniques.

- Knowledge of key performance indicators and metrics.
- Skill in problem-solving and analytics.
- Ability to set priorities, meet deadlines and multi-task.
- Skill in Microsoft Word, Excel, Outlook, and PowerPoint.
- Skill in presenting reports defining project progress, problems and solutions.
- Ability to collaborate effectively with leaders, employees, and customers while maintaining a positive and proactive approach.
- Ability to prioritize customer service and consistency in all decisions and recommendations.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to collect, develop, organize and evaluate data and to develop logical conclusions based on the data.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing
- Frequent use of car/light truck

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COMMERCIAL REAL ESTATE SPECIALIST

GENERAL DESCRIPTION

Under the general supervision of the Senior Manager of Commercial Real Estate, the Commercial Real Estate Specialist provides professional support to internal and external customers for day-to-day operations and real estate projects to meet the Authority's business, contract, and revenue goals. The Commercial Real Estate Specialist is responsible for managing tenant relationships, and lease contract administration and compliance.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Maintains lease abstracts, agreements, LOAs, amendments, and other critical documents to ensure information is accurately represented.
- Assists with the management of real estate assets.
- Assists with the revision or amendment of contracts and agreements and prepares for executive signature.
- Works with internal, external departments and legal counsel to ensure compliance with federal, state, and local rules and regulations and Authority policies and procedures.
- Assists with managing aeronautical and non-aeronautical operating agreements, leases, and other related service agreements for financial, operational, and regulatory compliance.
- Monitors ongoing performance of budgets.
- Processes and tracks invoices related to commercial real estate projects when received.
- Processes and tracks ad valorem tax and City of Tampa storm water invoices.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in business and/or real estate or commercial property management.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree's in Business Administration or a related field.
- **T**hree (3) years of experience in business and/or real estate or commercial property management.
- Real estate licensure.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of real estate and commercial property management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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COMMUNICATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director or Senior Manager of Communications, the Communications Manager enhances the Hillsborough County Aviation Authority's (HCAA) brand and communication strategies across various platforms. This position is responsible for crafting and editing compelling written, video, and digital content, including press releases and social media initiatives, to ensure clear and impactful messaging. Acting as a spokesperson for HCAA, the manager fosters strong relationships with external stakeholders, media, industry groups, and community organizations while collaborating with internal departments to support various initiatives. Additionally, the role is critical in managing emergency communications and ensuring timely responses during critical situations. A strong focus on customer experience and innovative strategies is essential for success in this dynamic and fast-paced environment.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Researches, develops, pitches, and writes engaging story ideas for internal and external audiences.
- Drafts and edits communications for the Chief Executive Officer (CEO) and executive staff, ensuring clarity and consistency.
- Manages and produces content for platforms to support internal communications.
- Produces and distributes content for newsletters and community/industry publications to enhance stakeholder engagement.
- Represents the Authority in public speaking engagements and presentations.
- Manages front-page communications to provide timely and relevant information for employees.
- Drafts and publishes monthly recaps of HCAA Board meeting to improve organizational transparency.
- Collaborates with Human Resources and other departments to address communication needs and strategic planning.
- Conducts media outreach and responds promptly to media inquiries to maintain positive relationships.
- Proactively seek placements for stories in national, local, and industry publications.

- Monitors news coverage of the Authority and the aviation industry, identifying trends to promote airport initiatives and share relevant news with stakeholders.
- Updates the online newsroom and maintain a video/image library for internal and external communications.
- Leads the HCAA's social media program, including campaign planning, content creation, and performance analysis.
- Supports the execution of other special projects, events, media engagements, and presentations as assigned.
- Regular on-call duties in support of responsive communications and stakeholder engagement; emergency/breaking news response, including representing the Communications department in-person and virtually for Emergency Operations Center meetings and briefings; execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES (see track changes)

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Journalism, Mass Communications, English, or related field.
- Four (4) years of experience in broadcast journalism, media relations or public relations.
- Or equivalent combination of education, training, and experience.
- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Proficiency in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of communications best practices within public government and the aviation sector.
- Knowledge of media operations and the needs of various media outlets.
- Skill in excellent organizational and time management, with a proven ability to meet deadlines.
- Skill in prioritizing assignments and effectively managing multiple tasks simultaneously.
- Ability to communicate complex technical information clearly and understandably.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

COMMUITY RELATIONS COMPLIANCE SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Community Relations, the Community Relations Compliance Specialist is responsible for implementing aspects of the Authority's Disadvantaged Business Enterprise (DBE), Woman Minority Business Enterprise (WMBE), and Title VI programs and ensuring that the Authority complies with provisions of U.S. Department of Transportation 49 C.F.R. Part 26 and other laws. The position provides technical assistance to the Procurement Department and other internal staff on DBE and WMBE requirements.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Participates in the contract solicitation processes, including recommending specific contract goals where appropriate, reviews contract specifications, attends pre-proposal and pre-bid conferences and evaluates proposals and bids for proposer/bidder responsiveness, responsibility, and good faith efforts.
- Monitors and tracks specific contract performance and actual DBE and WMBE participation and contract payments.
- Maintains appropriate records including DBE/WMBE compliance activity reports and project payment reports
- Analyzes compliance data and generates reports of DBE/WMBE compliance achievement.
- Implements, monitors, and ensures the Authority's compliance with Title VI Programs and Limited English Proficiency policies and regulations.
- Participates in various community outreach events as needed.
- Enters data from various source documents into database management systems for storage, processing, data management, and reporting purposes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Business Administration, Public Administration, Business Management or related field.
- Two (2) years experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management or construction compliance monitoring.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of regulations governing Disadvantaged Business Enterprises (DBE), Woman Minority Business Enterprises (WMBE), and Title VI programs, including U.S. Department of Transportation 49 C.F.R. Part 26.
- Knowledge of methods and techniques for effective data collection, analysis, and entry, ensuring accurate compliance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

COMMUNITY RELATIONS CERTIFICATION SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Community Relations, the Community Relations Certification Specialist is responsible for administrative duties related to office and records management, specifically focusing on the establishment and maintenance of a certification management system for Disadvantaged Business Enterprises (DBE) and Airport Concession Business Enterprises (ACDBE). This role involves evaluating certification applications, providing guidance to potential applicants, and ensuring compliance with federal regulations.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates certification applications for completeness, request additional information, communicate with applicants, and maintain the certification management system as it relates to certification applications, approvals, denials, and other relevant information.
- Provides consultation and guidance to potential applicants on the DBE/ACDBE certification process, eligibility criteria, required documentation, and best practices for successful certification.
- Communicates with applicants inquiring about the process and status of applications via telephone, email, certification management system, and/or in person.
- Evaluates new, renewal, and expansion certification applications submitted by businesses seeking DBE/ACDBE certification to determine eligibility in accordance with 49 Code of Federal Regulations (CFR) Part 26.
- Conducts onsite visits or interviews as required by 49 CFR Parts 26 and 23.
- Prepares letters for the approval or denial of applicants.
- Prepares documents and composes correspondences for DBE/ACDBE certification approvals, denials, and decertification.
- Participates in informational sessions, workshops, or one-on-one meetings to educate prospective applicants on the benefits of DBE and ACDBE certification and the steps involved in the application process.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration, Business Management, or related field.
- Two (2) years experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management or construction compliance monitoring.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES.

- Knowledge of regulations governing Disadvantaged Business Enterprises (DBE) and Airport Concession Business Enterprises (ACDBE), including relevant federal guidelines such as 49 C.F.R. Part 26.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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CONCESSIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Concessions, the Concessions Compliance Manager will support the Concessions program and related assignments. The Concessions Compliance Manager is responsible for assisting in creating and enforcing contractual requirements, assessing Concessionaires' and Service Providers' compliance as specified in Lease and Concessions contracts and the Concessions Handbook, policies and procedures as defined by the Tenant Work Permit process, and Authority policies, standard procedures, and operating directives. The Concessions Compliance Manager ensures all related concession operations are well staffed, clean, and safe at all times and that Concessionaires are in compliance with their agreements.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and monitors the day-to-day concessions program operation, including the online ordering program, and is the Concessionaires first point of contact.
- Assists in managing the agreements for concessions, the Concessions Receiving and Distribution Center Management, and vending, with a particular focus on compliance and standards.
- Offers support in preparing the annual fiscal year operating budget.
- Makes recommendations for operational improvements and efficiencies.
- Works with the Concessionaires, leaders, outside agencies, other Airport tenants, and internal teams for inspections of all concession locations and support facilities; inspects for cleanliness, safety hazards, preventative maintenance.
- Creates, produces, obtains, and maintains compliance reports.
- Recommends enhancements to Performance Audits, Security and Operational violations and hours of operations.
- Collaborates with other Authority departments, to maintain excellent relationships throughout the Authority.
- Assists with customer service inquiries and/or complaints related to airport concessions.
- Assists with refund requests for the online ordering program to ensure requests are resolved.
- Resolves internal requests, questions, and complaints, frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.

- Provides support for the administration of the Concessions Recognition Program.
- Maintains, updates, and distributes department resources such as Concessionaire Handbooks, contact lists, menus, and performance plans.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Business Administration, Finance, Hospitality or related field.
- Five (5) years of experience in food and beverage, retail, and/or hospitality.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with airport concession and/or customer service.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of food and beverage and/or retail operations and compliance as well as federal, state, and local rules and regulations affecting such operations and business principles and practices as they relate to the management of revenue-generating agreements.

- Knowledge of various Compliance Reports, Performance Audits and Security Operations.
- Skill in conducting performance audits and analyses of operational programs and procedures.
- Ability to problem solve, be accountable, and decisive while executing operationally sound plans.
- Ability to remain visible, enthusiastic, and maintain a high energy level.
- Ability to focus on details, set priorities, meet deadlines, multi-task while upholding high operational standards.
- Ability to work independently to analyze, interpret, accurately summarize, and resolve complex compliance issues.
- Ability to use a computer and related software, including Microsoft Word, Excel, and PowerPoint.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hour per day
- Occasional sitting
- Typing up to 6 hours per day

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CONTRACTS MANAGER

GENERAL DESCRIPTION

Under the general direction of a Senior Manager, the Contracts Manager oversees maintenance contracts for all locations, all of which play a crucial role in the operations of the Authority. This role manages, coordinates, and monitors assigned contracts while establishing administrative procedures and guidelines for effective outcomes. The Maintenance Contracts Manager prepares contract work scope drafts, bid schedules, pay applications, and other related documents, while also creating and coordinating work schedules to ensure timely completion.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates and monitors assigned contracts to ensure compliance and effective management.
- Prepares contract work scope drafts, bid schedules, pay applications, and related documentation for review.
- Creates and coordinates work schedules to ensure timely completion of contract deliverables.
- Monitor contract budgets, track the status of allocated funds, and control expenses effectively.
- Analyzes risks and assesses the future impact of decisions related to contract management.
- Collects, organizes, and analyzes data to develop logical conclusions for contract performance.
- Develops tracking systems to monitor work progress and ensure accountability.
- Conducts regular reviews of contract performance to identify areas for improvement.
- Ensures compliance with all relevant regulations and standards in contract management.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.

- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Industrial Management, or related field.
- Three (3) years experience in maintenance contract management, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of contract management principles, practices, and objectives.
- Knowledge of relevant regulations and standards applicable to contract management.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Ability to review and analyze contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing, walking & sitting.
- Frequent lifting up to 50 Ibs or more.
- Constant bending, pushing & climbing.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.

- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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CONTROLLER

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Controller is responsible for managing the general ledger and accounting methodologies that facilitate the preparation of monthly, quarterly, and annual financial packages. This role oversees the completion of the Authority's financial package preparation and directs the monthly, quarterly, and year-end closing activities of accounts payable. Additionally, this position leads and supervises the accounting function for the Authority, including accounts payable, general ledger management, and audit management, while ensuring the integrity of financial controls and compliance with established procedures.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the monthly, quarterly, and year-end closing activities of accounts payable to ensure timely and accurate financial reporting.
- Oversees the financial system general ledger, evaluating its effectiveness and recommending enhancements to senior management.
- Play a critical leadership role in testing and implementing upgrades to the financial management system, providing necessary training to staff.
- Ensures the integrity of financial controls over the Authority's books and records, ensuring compliance with established procedures.
- Manages the external financial audit process, serving as the primary contact for the audit team and ensuring smooth communication.
- Ensures accurate and timely flow of information to auditors, coordinating data requests and responding to inquiries effectively.
- Prepares assigned schedules and notes for financial statements, ensuring all information is accurate and complete.
- Manages and reviews the Authority's bank reconciliations prepared by staff to ensure accuracy and timeliness.
- Prepares and presents financial reports and analyses to senior management, offering insights and recommendations for decision-making.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance or related field
- Six (6) years experience in accounting, finance or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Accountant.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.

- Knowledge of professional and departmental standards for conducting comprehensive auditing programs, ensuring adherence to best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Ability to analyze transactions and financial reports, making appropriate corrections to entries as necessary to maintain accuracy.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CREDENTIALING & ACCESS CONTROL COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Credentialing & Access Control Compliance Manager oversees national compliance requirements for the Transportation Security Administration (TSA), 49 CFR 1542, and the Authority's Security Program. This role focuses on aviation worker credentialing, security training, and access control. The Credentialing & Access Control Compliance Manager leads the Badging Office Credentials Specialists, ensuring accurate adjudication of ID Media applicants' Criminal History Records Information (CHRI) and maintaining the highest standards of customer service and regulatory compliance.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers airport-issued security credentials and ID media for Authority.
- Monitors, updates, tracks, and coordinates access control requirements for all airport stakeholders.
- Conducts audits of tenants' security procedures, background checks, and credential status.
- Issues Security Violations for regulatory compliance; attends hearings for ID Media suspension or revocation.
- Drives continuous improvement in key stakeholder relationships.
- Ensures compliance standards for security-related recurrent training.
- Acts as the "on-call" Airport Security Coordinator, available to TSA 24/7.
- Oversees security training programs, including computer-based training for aviation workers.
- Oversees budget documents and monitors allocated funds for the Credentials office.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Five (5) years experience in Airport Operations, Airport Security, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Airport Security Coordinator Designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.

- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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CYBER SECURITY ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Information Security Office, the Cyber Security Engineer provides support to management in areas of technical expertise with respect to industry standards and frameworks for IT systems, OT systems, and cloud technologies. This position is a part of a centralized team of systems administrators, systems engineers, application developers, and security analysts that create a standard set of requirements, technical designs, and recommended configurations necessary to design, implement and deploy security capabilities in partnership with a variety of internal and external partners. The Cyber Security Engineer works alongside the Information System Security Manager to maintain the accreditation on Applications, Enclaves, and Platform Information Systems.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans and designs security solutions and capabilities that enable the organization to identify, detect, protect, respond, and recover from cyber threats and vulnerabilities.
- Defines and develops security requirements using risk assessments, threat modeling, testing, and analysis of existing systems.
- Designs action plans for policy creation and governance, system hardening, monitoring, incident response, disaster recovery, and emerging cybersecurity threats.
- Utilizes a variety of security information and event management (SEIM), data loss prevention (DLP), intrusion prevention systems (IPS), and other tools in designs.
- Assists with technical direction in designing and implementing security solutions for corporate technical infrastructure and business applications.
- Leads technical engineering services to support and update existing security systems and works to automate processes related to security implementations, monitoring, and enforcement.
- Evaluates and implements security devices such as firewalls, Intrusion Detection System (IDS), IPS, threat correlation tools, vulnerability scanning tools, encryption capabilities, endpoint controls, and cloud technologies, develops test plan and implements rigorous testing prior to the rollout of new systems into the production environment.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of experience in cyber security with various forms of virtualization technology.
- Industry certification from (ISC)2, ISACA, SANS, etc.)**.**
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of UNIX/Linux and Microsoft Server environments (2016, 2019, 2022) as well as Windows 10/11, ensuring proficiency in system administration and security configurations.
- Knowledge of WANs, LANs, the Internet, and Intranets, along with a strong understanding of network protocols and services such as Telnet and FTP.
- Knowledge of Virtual Private Networks (VPNs), Multi-Factor Authentication (MFA), Web Application Firewalls (WAF), and enterprise security management tools.

- Knowledge of internet filtering solutions and Mobile Device Management (MDM) systems to protect organizational data on mobile devices.
- Knowledge of security best practices and methodologies to implement robust security measures within an enterprise environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DEVELOPMENT COMMITTEE ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Director of Capital Programs, the Development Committee administrator is responsible for coordinating, managing, and reporting on all aspects of the Development Committee activities for the Authority. Provides in depth financial analysis and prepares fiscal year budget and Development Committees summaries and facilitates presentations for the Authority and airlines.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Generates and manages the Bi-weekly Development Committee agenda for all active, pending, closed, and new FY capital development projects. This encompasses planned major growth capital improvements and ongoing maintenance projects necessary to meet the Authority's projected needs.
- Coordinates follow-up with Project Directors to revise and resubmit new fiscal year PMP documents based on Development Committee feedback, ensuring effective preparation and prioritization of capital projects.
- Manages the schedule for new fiscal year presentations and discussions on special interest items, coordinating with Project Directors and Department Directors to ensure effective management of capital projects and alignment with the Authority's goals during Development Committee meetings.
- Coordinates and prepares final documentation for each fiscal year's Project Management Plan submittal, including scope, budget, construction cost worksheets, project schedule, team details, potential impacts, cost-benefit analysis, expectations checklist, and delivery approach.
- Manages and maintains electronic files for all Development Committee-approved Capital Development Project Management Plan documents, including new fiscal year projects, revisions, updates, and financial closeouts, ensuring accessible retrieval for Project Directors and internal departments.
- Prepares the recommended annual FY capital budget and Capital Improvement Plan Book for presentation to the airlines and the Authority Board for approval and inclusion in the annual Budget.
- Updates Master Project Management Plan documentation forms annually.
- Schedules and leads individual and departmental training meetings.
- Monitors the reporting of Capital Improvement Plan closeout packages completed by internal teams and third-party service providers, ensuring their completeness and accuracy.

- Updates internal departmental processes.
- Annually updates the Project Development Program Manual, outlining the procedures and guidelines for planning, budgeting, implementing, and managing capital projects at the Authority's four airports, in collaboration with Planning and Development and Construction and Procurement to promote innovation and process improvement.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business/Public Administration or related field.
- Four (4) years of experience in finance/accounting working with capital projects, project management, and data analytics.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of management.

- Knowledge of the functions, services, activities, requirements and objectives of the specific program/functional area to which assigned.
- Knowledge of federal, state, and local regulations pertaining to the assigned area.
- Skills in applying existing guidelines and in creating new approaches to develop and modify work plans, methods, and procedures for the work unit or function.
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, management, and local stakeholder groups to accomplish departmental and Authority's mission.
- Ability to identify relationships that explain facts, data, or other information, and make correct inferences or draw accurate conclusions.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIR SERVICE DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Director of Air Service Development is responsible for directing strategic and tactical plans aimed at increasing flight operations to existing domestic and international markets while attracting new airlines and destinations. This role provides essential leadership by leveraging real-time business analytics and consumer data to inform both short-term and long-term strategies that enhance the airport's overall business objectives. The Director collaborates with various stakeholders to develop initiatives that drive growth and improve passenger services, ensuring that the airport remains competitive in the aviation industry. Additionally, this position plays a critical role in evaluating market trends and operational needs to align air service development efforts with the airport's strategic vision.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the implementation and execution of strategies to attract airlines to the market and increase domestic and international flight operations.
- Manages the overall relationship between the Authority and airline commercial planning organizations.
- Serves as internal consultant supporting ongoing analysis related to commercial aviation topics.
- Provides strategic recommendations to Authority senior leadership.
- Responsible for regular reporting on traffic trends, both globally and domestically, to inform stakeholders (including the Authority's board) of current market performance.
- Develops and presents business case presentations to airline executives to promote air service opportunities.
- Plans and tracks all Air Service Development virtual and in-person meetings to ensure effective engagement with airline partners.
- Represents the Authority at airline and industry meetings, trade shows, and conferences related to air service development. Speaking roles may be required at industry events.
- Regularly engages with and provides analysis to key community partners including Destination Marketing Organizations, Economic Development Councils and Chambers of Commerce.
- Leads the implementation of Authority's Air Service Incentive Program (ASIP) to encourage airline participation, route expansion and entry of new airlines at TPA.

- Oversees the preparation of budget requests and business plans, managing the approved departmental budget effectively.
- Develops and maintains data sources to provide insightful analysis for both internal and external stakeholders.
- Develops and manages Customer Relationship Management (CRM) systems to enhance engagement and communication with airline partners and stakeholders.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelors Degree in Business Administration, Economics, Marketing, Aviation Management, or related field.
- Eight (8) years experience in air service development or airline network planning or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Masters Degree in Business Administration.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of data tracking and analysis methods, with proficiency in word processing, spreadsheet, database, and presentation software.
- Knowledge of demographic, psychographic, and travel propensity data analysis,
- Knowledge of Customer Relationship Management (CRM) applications.
- Comprehensive knowledge of key airline network planning concepts, methodologies and strategies
- Knowledge of domestic and international airline passenger and air cargo operations, including network decision-making processes.
- Knowledge of airport business operations fundamentals and related federal regulations governing airport functions.
- Ability to function at a high level while engaging with airline executives and community organizations (including CEO and Board level).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending & stooping
- Occasional climbing
- Constant typing
- Occasional use of car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIRPORT CONCESSIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Director of Airport Concessions is responsible for managing and overseeing the Authority's Concessions Program, which includes food and beverage, retail, advertising, passenger services, and vending across all airport terminals and properties. This position develops strategic plans to enhance the concessions program, generates budgets, forecasts, and preform, and evaluates all airport concession agreements to drive non-aviation revenues while prioritizing the Authority's ACDBE program goals. This role will monitor the financial performance and customer service standards of concession vendors, ensuring compliance with Authority guidelines, while also leading a team dedicated to delivering high-quality passenger experiences and maximizing airport revenue.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Airport's Concessions program, managing all aspects including food and beverage, retail, advertising, sponsorships, vending, and passenger services to maximize revenue generation.
- Develops and manages the annual budget, forecasts, space planning, and design, as well as financial management analysis, merchandising, and product promotions.
- Identifies and promotes the optimal use of airport properties and spaces to enhance revenue potential and improve passenger experience.
- Directs the negotiation and oversight of all airport concession agreements in coordination with the Procurement and Legal departments to ensure compliance and effectiveness.
- Prepares and presents comprehensive reports on concessions performance, including insights and analysis of sales and revenue trends to various audiences.
- Supports long-term strategic plans for airport terminal facilities concessions.
- Conducts studies to evaluate new opportunities and assess the financial viability of capital projects supporting concession programs.
- Monitors customer service performance within the concessions program, conducting regular store walk-throughs to ensure compliance with signage, appearance, and cleanliness standards.
- Approves advertising copy, operational hours, and tenant improvements while ensuring contract compliance and overseeing necessary security inspections.

- Works closely with internal stakeholders on key projects, including the Master Plan, construction initiatives, and contract audits to align efforts and resources.
- Administers the third-party logistics management contract to optimize operations for concessionaires and the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business or Restaurant Management related field.

- Eight (8) years experience in planning, developing, and implementing concessions programs including negotiating and administering revenue generating contracts.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Business or Restaurant Management or another related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of concessions management, including food and beverage operations, retail, advertising, passenger services, and vending regulations.
- Skill in financial management, including budgeting, forecasting, and analysis, to support revenue generation and strategic planning for the concessions program.
- Knowledge of best practices in customer service and operational efficiency within the concessions sector to ensure high-quality passenger experiences.
- Skill in conducting pro-forma and feasibility studies to assess the financial viability of new opportunities and capital projects within the concessions program.
- Ability to monitor and evaluate customer service performance, conducting regular inspections to ensure compliance with appearance and cleanliness standards.
- Ability to collaborate effectively with internal stakeholders on key projects, ensuring alignment of efforts and resources towards common goals.
- Skill in leading and managing a team, providing training, coaching, and mentoring to ensure high levels of service and compliance within the concessions area.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIRPORT OPERATIONS AND EMERGENCY MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Airport Operations and Emergency Management is responsible for overseeing airfield operations, the Authority's Wildlife Program, and emergency management. This role involves directing airside operations' day-to-day safety, security, and efficiency while establishing strategic direction for preparing, mitigating, responding to, and recovering from incidents or emergencies. The Director collaborates with various stakeholders, including federal and state agencies, to ensure compliance with regulations and enhance the overall operational effectiveness of the airport. Additionally, this position involves leadership responsibilities, including staff development, and fostering a culture of safety and collaboration within the organization.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures compliance with all applicable federal and state regulations while enforcing the Authority's operational policies, procedures, rules, regulations, and operating directives.
- Monitors airport operations to deliver safe and efficient services to all airport users.
- Serves as a key member of the Airport's incident management team during emergency responses, providing leadership and making critical decisions to resolve public unrest and manage equipment mobilization.
- Develops and implements changes and enhancements to operational procedures to continuously improve airport operations.
- Recommends improvements or expansions to policies, procedures, and facilities that enhance safety, resilience, and the customer service experience for passengers and airlines.
- Manages the budgets and resources effectively to support airport operations and emergency management initiatives.
- Acts as a liaison and principal representative of the Authority to the FAA, TSA, State of Florida, FDLE, Hillsborough County, and City of Tampa officials, facilitating communication and collaboration.
- Oversees all roles in the Emergency Operations Center (EOC) before, during, and after events, facilitating timely and comprehensive situation updates and damage assessments during emergencies.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management or related field.
- Eight (8) years experience in managing operations at a large or medium hub airport.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Public or Business Administration, Airport Management or related field.
- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability.
- Part 139 regulatory experience.
- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM).
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

DIRECTOR OF AIRPORT PROPERTIES AND AIRLINE AFFAIRS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Director of Airport Properties and Airline Affairs represents the Authority as the facility owner and is responsible for the strategic planning, business management, and lease negotiations for the aviation properties portfolio at the Airport, including the Main Terminal, Airsides, and airfield out buildings throughout the Airport Properties. This role provides technical expertise in contract negotiation and drafting and will provide advice regarding all business and contract-related compliance activities affecting the Airport Properties. This position serves as the primary liaison between the Authority and its Airport Properties.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary liaison between the Authority, airlines, and Airport Properties tenants to facilitate effective communication and collaboration.
- Facilitates discussions among the Authority, airlines, and support companies to establish performance standards that enhance operational efficiency and passenger growth.
- Engages with aviation and non-aviation customers to address their contractual and facility needs, ensuring satisfaction and compliance.
- Collaborates with the Air Service Development department to attract new air service opportunities to the Authority.
- Leads discussions on facility and operational enhancements, supported by thorough financial analysis to ensure viability.
- Manages and oversees the support processes for airlines, addressing operational issues and enhancing airport operations.
- Negotiates resolutions to disputes between airport staff and tenants regarding the use and development of airport properties.
- Oversees capital requests from the Airline Fuel Committee and ensures compliance with business regulations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, or related field.
- Eight (8) years experience in a business environment, including project management, contract development, contract administration, or related field.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.

PREFERRED QUALIFICATIONS

- Law Degree (J.D.), or Master's Degree in Business Administration or related field.
- Five (5) years experience in airport properties or airline affairs management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the airline business, including major domestic and international air carriers, networks, global alliances and codeshares, and common passenger aircraft.
- Knowledge of the administration and management of contracting documents and compliance with policies and procedures.
- Knowledge of business negotiations, contract law, and project management principles.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Capital Programs, the Director of Capital Programs is responsible for the coordination of the Authority's Capital Improvement Program (CIP), state and federal grant funding, grant billing, project payments, capital assets, and project performance reporting. This includes development of short and long-range capital improvements, project cost tracking and forecasting, records management, performance measures, and process improvements. Directs and coordinates the development of the annual Capital Improvement Program forecast (20-year Plan). Ensures that a high degree of coordination occurs between departments so that the project management plan's scope of work, budgets, and schedules are carefully planned to achieve successful project implementation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the Authority's Strategic Business Plan is regularly updated to reflect current goals and objectives.
- Collaborates closely with the Government Affairs liaison to identify and develop plans for securing third-party funding sources.
- Cultivates and maintains strong relationships with the FAA and the State District 7 office to support funding and project success.
- Manages the Development Committee process, facilitating input from all departments to effectively plan and track capital projects.
- Chairs bi-weekly Development Committee meetings to oversee project discussions and decision-making.
- Directs the development and timely updates of Project Management Plans to ensure project milestones are met.
- Maintains and updates the Capital Improvement Program master schedule to provide accurate project scheduling and cash flow projections.
- Provides project cost data to Project Directors to ensure adherence to budget constraints across all projects.
- Ensures timely billing for all grants and Passenger Facility Charges (PFCs) while establishing processes for prompt payment of consultant invoices and contractor pay applications.
- Oversees the reporting of Goals & Objectives and project performance measures to track the effectiveness of capital projects.

- Manages external resources, including consultants and program management staffing, to optimize project delivery.
- Compiles and manages PFC applications, ensuring familiarity with eligibility requirements, application timelines, and compliance with the PFC Handbook.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Finance, Accounting, or related field.

- Eight (8) years experience in Finance or Accounting.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Finance, Accounting or related field
- Certified Public Accountant (CPA) license.
- Previous airport experience, including capital programs.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the AIP Handbook, project eligibility criteria, and application timelines to effectively manage grant funding processes.
- Skill in business and financial acumen to analyze project costs, budgets, and financial forecasts for successful capital project management.
- Skill in promoting change and innovation by embracing diverse perspectives and thinking styles across all levels of staff.
- Ability to balance and prioritize competing priorities effectively, ensuring critical tasks are completed on time.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Typing up to 6 hours per day

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMERCIAL PARKING AND GROUND TRANSPORTATION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Director of Commercial Parking and Ground Transportation is responsible for directing the revenue and operations of the Authority's public and employee parking facilities, rental cars, and ground transportation services. This position involves overseeing all aspects of these operations, including budget development, revenue forecasting, and contract management, while also identifying opportunities for revenue enhancement and operational efficiency. This role will lead a team focused on delivering exceptional customer service and ensuring compliance with contractual obligations, ultimately making airport parking the preferred choice for travelers. Additionally, the Director will collaborate with various stakeholders to create and implement strategic initiatives and enhance the overall passenger experience.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs and oversees the management of the Airport's public and employee parking, rental car, and ground transportation operations, including all associated revenues, capacity management, contracts, programs, and products.
- Researches and develops recommendations to retain or generate additional revenue while providing operational efficiencies across all areas of responsibility.
- Establishes revenue forecasts and budgets for the department, ensuring alignment with annual targets for parking, rental car, and ground transportation services.
- Prepares and presents analysis and reports on performance for parking, rental cars, and ground transportation, delivering insights, variance and trend analysis to executive leadership.
- Leads the development, implementation, and management of the parking contractor agreement, focusing on budget setting, customer service improvement, and operational efficiency.
- Leads the development, implementation, and management of the Online Booking System.
- Collaborates with other departments and the parking contractor to ensure compliance with revenue control, airport policies and procedures, and audit processes.
- Utilizes the Online Booking System in partnership with the Commercial Parking System Manager to influence occupancy rates, optimize revenue, and improve customer service.

- Leverages parking-related software and technology to engage passengers, enhance perceived value, and retain parking users.
- Collaborates with other departments to design, implement and review marketing and communication initiatives to ensure alignment on desired objectives
- Collaborates where necessary with other departments and external stakeholders to Identify, create and implement both short- and long-term strategic plans for airport parking, rental cars, and ground transportation.
- Directs, negotiates and manages the procurement and administration of airport parking, rental car, and ground transportation agreements, ensuring compliance and operational excellence.
- Directs, negotiates and manages the procurement for parking equipment and parking systems and acts as the subject matter expert in this area
- Works closely with internal stakeholders on capital improvement projects, including Master Plan initiatives
- Team lead during the planning, implementation, and monitoring of selected construction and maintenance projects to minimize customer service and operational impacts.
- Leads and mentors a team, ensuring high levels of passenger service and contractual compliance in all aspects of parking facility operations, rental cars, and ground transportation services.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Economics, Finance, Aviation, Logistics or related field.
- Eight (8) years experience financial/ operations management.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Economics, Finance, Aviation, Logistics, or related field.
- CAPP - Certified Administrator of Public Parking.
- Certified Parking Professional (CPP) from the National Parking Association.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the parking, rental car, and ground transportation business environment, including social, economic, political, and technical trends that impact parking revenue and operations.
- Skill in presenting comprehensive reports that define project progress, address issues, and propose effective solutions to various stakeholders.
- Ability to develop and produce strategic plans that align with the Authority's objectives and enhance the overall effectiveness of parking and ground transportation services.
- Ability to create, manage, forecast, and analyze budgets and profit and loss statements (P&Ls) to ensure financial targets are met.
- Ability to direct and manage multiple resources and projects simultaneously, ensuring successful outcomes and operational efficiency.
- Ability to build coalitions and foster strong relationships among various stakeholders, including internal departments and external partners.
- Ability to demonstrate considerable initiative, think independently, and exercise sound judgment in decision-making processes.
- Skill in leveraging technology and software, such as the Online Booking System and Parking Revenue Control System, to optimize operations and enhance customer service.
- Ability to lead, coach, and mentor team members, ensuring high levels of passenger service and adherence to contractual obligations in all aspects of operations.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing

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DIRECTOR OF COMMERCIAL REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Director of Commercial Real Estate is responsible for the management and development of Real Estate for the Authority. The Director of Commercial Real Estate implements the Authority's real estate development strategy, provides advice regarding all real estate activities within the airport system, conducts negotiations, and monitors other potential areas that might present risk for each transaction and/or venture. This role develops, implements and manages a robust real estate program in alignment with current market opportunities, the Authority's Master Plans, and will strive to creatively maximize the use of available Authority land at Tampa International and General Aviation Airports. This role also provides the technical expertise in compliance with FAA, State of Florida, County and City standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for the overall success of the Commercial Real Estate Development Department for the Authority, including aeronautical, commercial, and industrial projects, and represents the organization, both internally and externally, by supporting the strategic direction and priorities, objectives, vision, mission and values of the Authority.
- Directs and conducts solicitations, negotiations and preparation of favorable lease agreements and contracts. Assists in the strategy, development and preparation for the conduct of negotiations as well as assisting in formulating policies which are applicable to this role.
- Identifies and builds strategic networks, community relationships and partnerships that could fit the Authority's real estate development strategy.
- Independently develop and analyze highly detailed pro formas, internal rate of return analyses, what if scenarios, and other financial analysis tools for identifying and evaluating development opportunities
- Prepare term sheets, structure and negotiate leases, ground leases, public-private partnerships, or other development agreements
- Ensure end-to-end project delivery including budgeting, procurement, contractor/vendor oversight, schedule adherence and project close out.
- Represents the Commercial Real Estate units interests at the Authority's Capital Development Committee Meetings

- Provides direction and mitigation strategies regarding real estate ventures and negotiations, while ensuring legal compliance with Federal, State, and local regulations.
- Manages the real estate budget by facilitating realistic forecasting, maintaining effective budgetary controls, constructing contingency plans to stay within budgetary constraints, reducing expenses and/or developing revenue generating opportunities.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with Authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable in-person attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

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

- Eight (8) years experience in real estate development.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Licensed Real Estate Agent to be obtained within one (1) year of hire.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one (1) year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Public or Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations related to the development and leasing of airport property.
- Knowledge of commercial real estate and leasing contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMUNICATIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing, Communications and Strategy, the Director of Communications is responsible for overseeing the creation and execution of all communication materials for the Authority. This role involves acting as the primary spokesperson, managing media relations, and defending the organization against misinformation. The Director of Communications develops comprehensive communication strategies, anticipates messaging needs, and supervises the writing of press releases, communications plans, and other essential content. Additionally, the position plays a critical role in emergency and breaking news responses, ensuring timely and accurate information dissemination. By fostering strong relationships with internal and external stakeholders, the Director supports the overarching objectives of the Authority while monitoring industry trends and media coverage.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary spokesperson and media contact for the Authority, responding to media requests in a timely manner.
- Vets and schedules all media interview requests with the CEO and members of the Executive Team.
- Proactively seeks placement of stories about Tampa International Airport and the Authority in national, local, and industry publications while defending the organization against misinformation or inaccurate reporting.
- Edits and approves all written materials distributed by the department to ensure clarity and consistency, including press releases, online news stories and newsletter content.
- Anticipates internal and external messaging needs; research, write, and edit executive and stakeholder communications.
- Monitors social media and news coverage of the Authority and the industry, identifying trends and opportunities to promote airport initiatives or preemptively respond to issues.
- Drafts and ensures the execution of weekly and monthly communications plans aligned with the Authority's objectives.
- Maintains an updated Crisis Communications Plan and Department Policies and Procedures.
- Conducts public and internal presentations representing the Authority or department effectively.

- Serves as the Communications liaison for other Authority departments to foster collaboration and alignment.
- Develops communication strategies and plans for Authority-wide announcements to ensure consistent messaging across multiple platforms.
- Drafts and directs the annual Employee Town Hall run of show and content and other internal speaking events for the CEO and Executive Team.
- Manages all public records requests from members of the media, ensuring compliance with regulations and timely responses.
- Regular on-call duties in support of responsive communications and stakeholder engagement; emergency/breaking news response, including representing the Communications department in-person and virtually for Emergency Operations Center meetings and briefings; execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Journalism, Mass Communications, English, or another related field.
- Eight (8) years experience in broadcast journalism, media relations or public relations.
- Four (4) years supervisory experience.
- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Journalism, Mass Communications, English, or related field.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of communications best practices within public government and the aviation sector.
- Skill in strong interpersonal communication and technical support.
- Skill in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Skill in excellent organizational and time management, with a proven ability to meet deadlines.
- Ability to work proactively and independently, demonstrating initiative in all tasks.
- Ability to quickly learn and adapt to new communications and media platforms.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF GOVERNMENT AND COMMUNITY RELATIONS

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer, the Director of Government and Community Relations coordinates the Authority's inter-governmental relations at federal, state, and local levels, advocating for legislation that may affect the Authority. This role includes developing the legislative agenda at the state and federal level while monitoring local government and engaging with elected officials and staff at all three levels of government. the role also includes managing the Business Diversity team, overseeing minority contractor certifications, compliance with Title VI regulations, and ensuring that public-facing operations meet ADA standards, Additionally, the Director develops and implements legislative and funding initiatives and community engagement strategies and keeps staff informed about new laws relevant to the Authority.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains relationships with federal, state, and local elected officials and agency representatives associated with the operation and development of commercial international and general aviation facilities and surrounding transportation and economic development.
- Prepares and presents updates to the Authority Board and team as to the status of all legislative activities that are under review that could impact the Aviation Authority.
- Attends and engages in public meetings of elected bodies and federal, state and local agencies that may impact operation and/or development of the Authority's airport system.
- Coordinates the Authority's federal, state and local inter-governmental relations activities by assembling information, engaging in legislative and regulatory proposals, and preparing recommendations for review of the Chief Executive Officer.
- Coordinates and conducts meetings with public leaders and agencies in promoting federal state, and local funding and legislative initiatives.
- Develops and maintains contact with industry trade associations that benefit the aviation and transportation community.
- Researches and proposes legislation that may impact the Authority and develop strategies for approval of legislation supported by the Authority.
- Drafts and disseminates legislative summaries and conduct briefings to relevant staff members.
- Represents the Chief Executive Officer and serves as liaison with federal, state, and local professional associations

- Serves as the DBE Liaison Officer for the Authority as well as ADA Coordinator and Title VI Administrator.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Political Science, Communications or related field.
- Eight (8) years experience in the public sector or areas related to the legislative process.
- Four (4) years supervisory experience.

- Leadership experience in government or community relations.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

Master's Degree in Political Science, Communications or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local legislative processes, including relevant laws and regulations that impact aviation operations.
- Knowledge of Disadvantaged Business Enterprise (DBE), Airport Concession Business Enterprise (ACDBE), and Title VI programs, ensuring compliance with applicable regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF CONSTRUCTION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Construction represents the Authority in the administrative and operational details of ongoing construction activities which has a program cost in excess of $5 Billion over the next 5 years. The Director of Construction ensures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position oversees the communication between Authority Staff, contractors, designers, inspectors and the Authority's Consulting Engineer on all construction projects; provides oversight of the schedules of construction for all projects and assures that construction phasing, conflicts between contractors and contract compliance issues are addressed while motivating a diverse team of professionals which grows during peak construction periods.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Monitors the contractor's implementation and maintenance of a Safety Program.
- Reviews all proposed changes to the Construction Contracts and assure proper application and interpretation of the Contract Documents.
- Facilitates conflict resolution meetings with contractors, designers, and other entities while working closely with the Authority's council to prepare recommendations for Authority action.
- Capacity to make timely and effective decisions, often under pressure, while considering multiple factors and stakeholders.
- Analyzes contractor's cost and time impact analysis and prepares recommendations for Authority action.
- Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly Status of Construction Report by the project manager.
- Reviews the schedules submitted by the contractor to ensure compliance with the Master Control Schedule and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the Master Control Schedule.
- Coordinates phasing of contactors' work to complete the Project(s) according to the Authority's objectives of cost, time and quality.
- Acts as the representative of the Authority at the site of all construction work.

- Oversees Project Managers' scheduling and conducting of progress meetings at which Contractors and Inspectors can jointly discuss matters such as procedures, progress, problems, field changes and scheduling. Establishes procedures for cooperation and coordination between Inspectors and Contractors concerning all aspects of the project and implements such procedures.
- Develops and implements a procedure for review of all contractors' schedules of values and reviews all contractors' billings and invoices and recommends payment of all invoices.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in higher levels of responsibility in the areas of construction administration, construction management, or related field.
- Four(4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF DESIGN

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Design is responsible for directing and supervising Authority staff and project design consultants related to engineering, architectural and environmental design development of all capital projects for the Authority's airport system. The Director of Design ensures that all projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position administers design contracts including the selection, contract negotiation and preparation of professional design contracts.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that the Authority's needs are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, schedules, and tenant development plans.
- Directs and supervises all design development activities to assure establishment and enforcement of guidelines, standards and design criteria.
- Develops and manages project budgets and schedules.
- Facilitates communication and collaboration of the design among stakeholders, Authority staff, team members, and other relevant parties.
- Manages the preparation of contract documents for construction.
- Prepares, administers and coordinates the annual budget for the engineering, architecture and environmental departments.
- Develops, administers and coordinates the selection of and contract negotiations with professional design consultants.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates' work performance conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.

- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in design, coordination and program management of engineering and architectural activities for an airport, or similar industry.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and design & construction standards.
- Skill in project and program management methodologies, including budgeting, scheduling, and monitoring.
- Skill in identifying and assessing potential risks, developing mitigation strategies, and ensuring timely risk resolution.
- Skill in tracking project progress, identifying variances, and reporting on key performance indicators (KPIs).
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, objectives, develop solutions, and make informed decisions under pressure.
- Skill in change management, transitions, and transformations, ensuring smooth implementation of new processes and tools.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent walking, standing & sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF DIGITAL TECHNOLOGIES & INNOVATION

GENERAL DESCRIPTION

Under the general direction of the Vice President, of Information Technology, the Director of Digital Technologies & Innovation leads the research and evaluation of emerging trends and solutions in the Information Technology industry by assessing their potential value to the organization. responsible for designing and overseeing staff education on new technologies, as well as recommending the application of innovative products and solutions to maximize organizational value. This role will also oversee the campuswide Common Use (Passenger Processing) vertical, the digital platform of displays and any new technology solutions implemented under the innovation initiative. Additionally, this role involves supervising a team of technical personnel engaged in complex systems, making critical decisions on airport performance. programming activities, providing technical guidance, monitoring project activities, financial justification and analyzing methods for information presentation.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Strategically assesses emerging trends in information technology, providing insights on their potential impact and alignment with organizational goals to drive innovation and competitive advantage.
- Designs and implements comprehensive educational initiatives for staff, fostering a culture of continuous learning and ensuring that the workforce is adept in leveraging new technologies to enhance overall organizational performance.
- Formulates and advocates for strategic initiatives that integrate new products and solutions optimizing their deployment to maximize value and drive organizational growth.

- Develops and oversees detailed project management frameworks, ensuring alignment with strategic objectives while effectively coordinating resources, timelines, and stakeholder engagement to uphold project integrity.
- Provides high-level technical direction and mentorship to project teams, facilitating successful execution and fostering a collaborative environment that enhances project outcomes.
- Leads the development and execution of comprehensive testing and implementation strategies for new systems, ensuring that operational goals are met efficiently while aligning with best practices and organizational standards.
- Leads the Passenger Processing team responsible for managing the majority of all airline flights including ticketing and gate equipment processing. This team will also oversee all biometric passenger processing.
- Leads the LiDAR technology implementation team responsible for implementing new solutions that meet the business needs.
- Manage the planning and execution of the ITS budget, ensuring that all expenditures align with financial goals. Monitor spending, identify cost saving opportunities and implement strategies to maintain budget adherence while delivering quality IT services.
- Collaborate with the Information Security office and business units to ensure regulatory compliance. Implement security best practices across IT Operations, fostering a culture of compliance while aligning security measures with business objectives to protect sensitive information and mitigate risk.
- Leads the vendor hardware and software selection process, including the evaluation and implementation, while collaborating with Procurement and Legal for contract management and guidance.
- Monitors and analyzes IT Operations to identify areas for improvement and implement solutions that enhance service delivery.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Twelve (12) years experience planning, delivery, and management of enterprise solutions, innovative vision or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of various information technology methods and equipment.
- Knowledge of information technology systems design and programming practices to ensure effective solution development.
- Knowledge of systems analysis, development, planning, and documentation methods and standards relevant to IT projects.
- Knowledge of quality assurance concepts and procedures to maintain high standards in IT service delivery.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Continuous typing
- Occasional use of car/light truck

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DIRECTOR OF ENTERPRISE APPLICATION SERVICES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Director of Enterprise Application Services is responsible for providing leadership, vision, and direction to the Enterprise Applications team, enabling cross-functional productivity among all Authority employees. This role oversees the applications group in optimizing cost, risk, and value throughout the application lifecycle, while also aligning with the Authority's strategic initiatives. The Director develops and executes technology roadmaps that facilitate a transition to the Cloud, drive agile transformation, and enhance user technology adoption.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Defines and manages the application portfolio; prepare roadmaps and long-term strategies for key products.
- Oversees assessments of the technical and business fitness of the Authority’s applications portfolio, including costs and risks.
- Recognizes and advances opportunities for leveraging the Authority's technology investments.
- Contributes to the overall technology strategy, architecture, and process improvements.
- Champions the adoption and maturation of Agile practices within enterprise application teams.
- Manages the enterprise applications budget and provide input for related budget administration.
- Oversees vendor/software selection, evaluation, and implementation, coordinating with Procurement and Legal.
- Maintains an inventory of the software portfolio to track usage and maximize vendor engagement benefits.
- Direct the planning, development, and implementation of core business applications and database management systems.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, Business Administration, or a related field.
- Eight (8) years experience in planning, delivery, and management of enterprise applications.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF ENTERPRISE RISK MANAGEMENT AND RECORDS COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources, Risk and Administration, the Director of Enterprise Risk Management and Records Compliance is responsible for overseeing the Authority's risk management strategies and record management functions. This position ensures that contractors, vendors, and tenants maintain adequate insurance coverage while managing property, automobile, liability, and workers' compensation claims on behalf of the Authority. The Director also implements loss prevention and inspection programs and facilitates safety training and compliance with regulatory standards. This role sets strategic goals for the Authority's records and information management function. This includes directing the retention, storage, and disposal of physical and electronic records while overseeing mailroom operations. The Director acts as a records management subject matter expert, guiding the development and execution of the agency's records management vision through effective strategic planning and program management.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the Authority's records management program, mailroom operations.
- Maintains liaison with state archival officials to establish retention and disposal standards, ensuring compliance with public records laws and overseeing public records requests.
- Acts as a business liaison with other departments to ensure effective information management practices and compliance with relevant policies and regulations.
- Oversees claims-related activities to mitigate the Authority's exposure to risk, including claims and settlements.
- Develops and monitors the budget for the Records Compliance and Risk Management, forecasting needs for staffing, equipment, and supplies.
- Leads the safety training and loss control functions to reduce accidents and promote emergency preparedness to support Airport Safety initiatives.
- Directs the Authority's business continuity efforts, including the development, testing, and updating of contingency plans for critical business functions.
- Oversees facility inspections and the implementation of risk management policies and procedures in line with industry standards.
- Facilitates the research and assessments of internal and external risk factors, providing strategic recommendations for optimizing the Authority's insurance program.

- Supervises annual tabletop exercises for the Enterprise Risk Management department, ensuring readiness for potential risks and emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Insurance, Finance, Accounting, Risk Management, Business or related field.
- Eight (8) years experience in (enterprise) risk management, management of insurance portfolios, evaluation of insurance needs, risk and loss control, safety, risk reduction.

- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Insurance, Finance, Accounting, Risk Management, Business or related field.
- Associate in Risk Management designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property and casualty insurance portfolio administration, including coverage evaluation and claims processing.
- Knowledge of effective risk management strategies, Enterprise Risk Management (ERM) systems, recordkeeping.
- Skill in managing change and building consensus within teams and across departments to achieve organizational goals.
- Skill in superior presentation, diplomacy, and conflict resolution to navigate complex situations and foster collaboration.
- Demonstrated ability to provide leadership and direction that cultivates respect, influences positive behavior, and fosters effective partnerships across all levels of the organization, promoting a cooperative work environment.
- Ability to think strategically with excellent judgment, enabling proactive decision-making on challenging and complex issues.
- Ability to focus on details, ensuring accuracy and thoroughness in all tasks and documentation.
- Knowledge of the external environment impacting the business, including regulatory, economic, and market factors.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing
- Sitting up to 6 hours per day
- Occasional walking
- Occasionally lift up to 20 lbs
- Continuously typing

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF ENTERPRISE RISK MANAGEMENT AND SAFETY

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources and Enterprise Risk Management, the Director of Enterprise Risk Management and Safety is responsible for overseeing the Authority's risk management strategies and record management functions. This position ensures that contractors, vendors, and tenants maintain adequate insurance coverage while managing property, automobile, liability, and workers' compensation claims on behalf of the Authority. The Director also implements loss prevention and inspection programs and facilitates safety training and compliance with regulatory standards. This role sets strategic goals for the Authority's records and information management function. This includes directing the retention, storage, and disposal of physical and electronic records while overseeing mailroom operations. The Director acts as a records management subject matter expert, guiding the development and execution of the agency's records management vision through effective strategic planning and program management.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the Authority's records management program, mailroom operations.
- Maintains liaison with state archival officials to establish retention and disposal standards, ensuring compliance with public records laws and overseeing public records requests.
- Acts as a business liaison with other departments to ensure effective information management practices and compliance with relevant policies and regulations.
- Oversees claims-related activities to mitigate the Authority's exposure to risk, including claims and settlements.
- Develops and monitors the budget for the Records Compliance and Risk Management, forecasting needs for staffing, equipment, and supplies.
- Leads the safety training and loss control functions to reduce accidents and promote emergency preparedness to support Airport Safety initiatives.
- Directs the Authority's business continuity efforts, including the development, testing, and updating of contingency plans for critical business functions.
- Oversees facility inspections and the implementation of risk management policies and procedures in line with industry standards.
- Facilitates the research and assessments of internal and external risk factors, providing strategic recommendations for optimizing the Authority's insurance program.

- Supervises annual tabletop exercises for the Enterprise Risk Management department, ensuring readiness for potential risks and emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Eight (8) years experience in (enterprise) risk management, management of insurance portfolios, evaluation of insurance needs, risk and loss control, safety, risk reduction.

- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Completion of Criminal Justice Information Services (CJIS) certification.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Experience with Customer Relationship Management systems.
- Associate in Risk Management designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property and casualty insurance portfolio administration, including coverage evaluation and claims processing.
- Knowledge of effective risk management strategies, Enterprise Risk Management (ERM) systems, recordkeeping.
- Skill in managing change and building consensus within teams and across departments to achieve organizational goals.
- Skill in superior presentation, diplomacy, and conflict resolution to navigate complex situations and foster collaboration.
- Demonstrated ability to provide leadership and direction that cultivates respect, influences positive behavior, and fosters effective partnerships across all levels of the organization, promoting a cooperative work environment.
- Ability to think strategically with excellent judgment, enabling proactive decision-making on challenging and complex issues.
- Ability to focus on details, ensuring accuracy and thoroughness in all tasks and documentation.
- Knowledge of the external environment impacting the business, including regulatory, economic, and market factors.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing
- Sitting up to 6 hours per day
- Occasional walking
- Occasionally lift up to 20 lbs
- Continuously typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF FINANCE

GENERAL DESCRIPTION

Under the leadership of the Vice President of Finance, the Director of Finance is a highly experienced and results-driven position with expertise in public sector accounting, financial reporting, and compliance with government regulations. This position will oversee financial operations, streamline accounting processes, and ensure fiscal responsibility for the Aviation Authority. This role requires strong leadership and a strategic approach to ensure compliance with local, state, and federal financial regulations and responsible for overseeing the day-to-day management of the general ledger, ensuring accurate and timely recording of financial transactions. This Director oversees the preparation of budgets, financial planning, financial reporting, and provides strategic financial leadership to ensure efficient use of Authority funds. The Director collaborates with senior management, stakeholders, and external auditors to ensure fiscal responsibility, transparency, and accountability.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and provides feedback on the Capital Budget submissions from the Authority's Development Committee.
- Oversees the preparation and maintenance of the general ledger, ensuring all transactions are accurately recorded in accordance with GAAP.
- Ensures the integrity of financial data, reviewing journal entries, account reconciliations, and other reports for accuracy and completeness.
- Continuously evaluates and enhances the general ledger and reconciliation processes for efficiency, accuracy, and timeliness.
- Understands and maintains the Authority's 30-year financial model.
- Supports Authority's financial analytics initiatives, including project evaluation calculations, return on investment, and business unit financial modeling
- Performs budgeting, business planning, and actual calculations of rates and charges to the signatory airlines; determines and establishes airline rates, fees, and charges for all airlines.
- Oversees the preparation of financial statements, budgets, and reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Ensures timely and accurate financial reporting to stakeholders, including government officials, auditors, and the public.

- Conducts financial analysis to identify trends, risks, and opportunities for cost-saving or efficiency improvements.
- Designs and implements robust internal controls over the general ledger and bank reconciliation processes to ensure accuracy and compliance with regulations.
- Reviews and monitors the internal control processes to prevent errors and fraud, ensuring that best practices are followed.
- Collaborates with auditors to ensure compliance with applicable standards and regulations.
- Ensures compliance with local, state, and federal regulations.
- Manages the Authority's cash flow and ensures sufficient liquidity to meet operational and capital planning needs.
- Oversees investments and debt management, ensuring compliance with relevant Bond Resolutions and laws.
- Assists with the preparation of the official statement and feasibility studies during bond or other debt issues.
- Verifies debt service transfer amounts with the master trustee on all revenue and PFC-backed bond issues.
- Directs payments of interest to trustees, fees to underwriters and letter of credit providers under the line of credit or other debt-related programs.
- Acts as a liaison between accounting and other departments, ensuring clear communication and collaboration on financial matters.
- Ensures that the accounting department operates efficiently, adhering to deadlines and regulatory requirements.
- Fosters a positive, collaborative environment and encourage professional development and career growth.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
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COMPETENCIES

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in accounting, finance, or related field.
- Eight (8) years experience in accounting and finance.
- Four (4) years supervisory experience.
- Experience in government finance, fund accounting, and public sector accounting standards.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Airport experience.
- Master's degree in accounting, finance, or related field.
- CPA (Certified Public Accountant).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Advanced Excel skills, including the use of complex formulas and financial modeling.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent leadership, communication, and interpersonal skills.
- Attention to detail and a commitment to accuracy.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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DIRECTOR OF HUMAN RESOURCES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources, Risk, and Administration, the Director of Human Resources shapes and executes strategic Human Resources (HR) initiatives aligned with the Authority's business objectives. This position is tasked with developing and implementing policies, plans, and programs that effectively attract, retain, motivate, and reward employees while adhering to company philosophy and external regulations. The Director oversees daily HR operations, ensuring compliance with staffing, training, compensation, benefits, and employee relations policies. This position actively engages in leadership and employee development initiatives, fostering a culture of continuous learning and growth through the Authority. The Director advocates for employee interests, recommending and directing the implementation of new policies and programs that support the Authority's goals. The role requires maintaining strong communication with union leadership and external stakeholders and providing guidance on personnel and labor relations issues. The Director promotes innovation by identifying and implementing workforce solutions that enhance inclusivity and productivity. By championing cultural change and innovative practices, the Director of Human Resources contributes to a dynamic, forward-thinking workplace that empowers employees and aligns with the Authority's strategic vision.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers and develops personnel policies and programs to effectively utilize HR in alignment with the Authority's business objectives.
- Responsible for employee relations, labor unions, and external agencies, negotiating within guidelines and resolving disputes and grievances.
- Ensures the implementation of effective training programs for employee development.
- Oversees compensation, leave, and benefits programs to ensure they meet objectives, remain competitive, and are sustainable while facilitating clear communication with employees.
- Assists in preparing the annual personnel budget for the Authority.
- Reviews and updates job descriptions to clarify expectations and establish criteria for hiring, evaluation, and promotion.
- Implements employee engagement and reward programs to enhance motivation and retention.
- Manages daily HR operations, oversees HR systems, and provides guidance to departmental personnel.
- Creates strategies for performance evaluation, talent acquisition, and retention.

- Monitors compliance with internal policies and legal standards to mitigate risks.
- Anticipates and addresses potential litigation risks proactively.
- Analyzes HR data and metrics to provide insightful reports to senior management.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree in Human Resources Management, Business Administration, or related field.
- Eight (8) years senior management Human Resources experience in a public sector environment, experience negotiating collective bargaining agreements, experience in self-insured programs for

employee benefits, knowledge of employee wellness programs, and experience integrating a performance-based compensation system.
- Four (4) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or another related field.
- SPHR or SHRM-SCP Certification.
- FPELRA Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Human Resource Information Systems (HRIS) Business Suites.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of HR principles and practices, policies, procedures, and best practices, particularly in employee relations and talent acquisition.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of budgetary principles and experience in managing HR budgets effectively.
- Skill in strong analytical, problem-solving, and organizational capabilities.
- Skill with detail, ensuring accuracy and thoroughness in HR processes and documentation.
- Skill in leading HR teams, overseeing talent acquisition, and providing strategic guidance.
- Ability to compile and analyze data for reporting and decision-making purposes.
- Ability to deal with difficult situations with tact and professionalism.
- Ability to balance the role as both an employee advocate and a partner to the business.
- Ability to think strategically and contribute to HR policy and program development aligned with organizational goals.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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DIRECTOR OF ITS ENTERPRISE OPERATIONS & CLIENT SERVICES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Director of ITS Enterprise Operations & Client Services is responsible for providing leadership, vision, and direction to the Information Technology (IT) Operations and customer support team, enabling cross-functional productivity among all Authority employees. This role oversees the day-to-day operations of the network infrastructure and customer support groups, including staffing, budgeting, and other essential leadership functions. The Director's primary responsibility is to ensure the effective operation of IT Operations and Support services, including Network Administration, Database Management, IT Helpdesk, and Desktop Support, while aligning all IT activities with the Authority's strategic objectives.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensure consistency and maintainability of existing network and infrastructure by implementing industry best practices and enforcing standard operating procedures for technology deployment and usage.
- Develops comprehensive IT strategy plans that encompass technical specifications, user requirements, technical design, network infrastructure, security protocols, and equipment requirements.
- Creates and updates IT policies and procedures in alignment with the Authority's organizational goals and objectives.
- Ensures that maintenance and updates to Authority network systems and infrastructure adhere to security standards in collaboration with the Information Security Office.
- Leads the vendor and hardware selection process, including evaluation and implementation, while engaging with Procurement and Legal for contract management and guidance.
- Monitors and analyzes IT operations to identify areas for improvement and implement solutions that enhance service delivery.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Eight (8) years of professional experience in enterprise technology operations and customer support, or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer hardware and software utilized in networked and web-based environments to ensure effective technology operations.
- Knowledge of information technology designs, setups, installation, implementation, and maintenance to support organizational objectives.
- Knowledge of security issues, crisis management, and business continuity, as well as legal considerations related to technology.
- Knowledge of quality assurance concepts and procedures to maintain high standards in IT service delivery.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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DIRECTOR OF MARKETING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing Communications and Strategy, the Director of Marketing is responsible for the strategic planning and implementation of marketing and customer experience initiatives for the Authority. This role involves overseeing the marketing team, managing internal campaigns, advertising strategies, and related budgets to maximize revenue and enhance brand visibility. The Director of Marketing collaborates closely with various departments to ensure cohesive marketing efforts that align with the Authority's goals while also fostering strong relationships with stakeholders and external partners to drive community engagement and support for the Authority's mission.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Designs, implements, and facilitates the annual marketing plan to align with the Authority's strategic goals and objectives.
- Develops and implements section business/marketing plans, supporting overall organizational growth and revenue generation.
- Collaborates with the in-house Design Studio and/or third-party agencies to create a strong brand identity and marketing guidelines.
- Translates business unit objectives into brand portfolio objectives and strategies to facilitate growth and enhance market presence.
- Plans and manages the Authority’s Marketing Operations budget, ensuring effective allocation of resources to meet marketing goals.
- Negotiates with media agents and agencies to secure agreements for advertising and promotional materials across various platforms.
- Ensures compliance with legal standards and policies for all promotional campaigns and partnerships, collaborating closely with the legal department.
- Manages relationships with external vendors and consultants to ensure successful execution of marketing campaigns and projects.
- Participates in community outreach and partnerships to gather customer data and enhance the Authority's presence and engagement within the community.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
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QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Marketing, Market Research, or related field.
- Eight (8) years experience in marketing, public relations, or related field.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Marketing, Market Research, or related field.
- Leadership experience in government or community marketing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of marketing principles and practices, particularly in the aviation industry.
- Knowledge of customer experience best practices to ensure that marketing initiatives align with and improve the overall passenger journey at the airports.
- Knowledge of digital marketing tools and platforms to enhance outreach efforts, including social media, email marketing, and website management.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

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DIRECTOR OF PLANNING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Planning oversees comprehensive planning activities for airport systems. This role spearheads the development and execution of Master Plans, long-range strategies, and Airport Layout Plans (ALP), while managing a team responsible for environmental compliance, airspace, land use planning, sustainability, and resilience initiatives. Additionally, this position ensures alignment with regulatory standards set by the Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT).
The position ensures that the planning for the Authority's facilities proceeds in accordance with the goals and objectives of the Board of Directors, Chief Executive Officer, the Executive Management Team, and the Development Committee.

The Director of Planning sets day-to-day operational directives, sets goals and objectives for team members while establishing and implementing strategies that have mid to long term impact on business results.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Assesses and aligns airport system development with the Authority's short- and long-term objectives.
- Develops and manages the annual capital improvement program, including project definition, budgets, and schedules.
- Supervises and directs Authority staff and consultants handling Master Plan updates, sustainability, resilience, and environmental activities.
- Manages teams related to National Environmental Policy Act (NEPA) compliance and environmental services.
- Liaises with internal and external airport stakeholders during project planning phases.
- Fosters effective working relationships with other Authority departments, governmental agencies, and permit entities.
- Coordinates with the Director of Design throughout project development phases.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in airport or large building planning and development, or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport management, airport facilities development, and airport operations .
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF PLANT OPERATIONS AND FACILITIES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Maintenance, the Director of Plant Operations and Facilities manages maintenance operations for the Authority to ensure the safe, efficient, and reliable functioning of all airport facilities and systems. This role encompasses a wide range of maintenance responsibilities, including Electrical Distributions, HVAC and Mechanical Systems, Fire Alarm Protection and Building Maintenance, while fostering a culture of safety and innovation. Additionally, the Director develops departmental budgets, identifies necessary projects for upgrades, and promotes employee engagement and development to achieve operational excellence.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Leadership and Mentorship: Accountable for fostering a supportive environment for direct reports by providing individualized training tailored to job responsibilities, and actively engaging in mentorship programs that promote professional growth and career advancement.**
- **Performance Management: Conducts comprehensive evaluations of direct reports' work performance through transparent and constructive performance check-ins and appraisals. Implements necessary corrective actions or disciplinary measures when required, ensuring alignment with organizational goals and standards.**
- **Professional Standards Compliance: Ensures that all direct reports adhere to authority standards regarding personal appearance and conduct, cultivating a professional work environment that reflects the organization's values and commitment to excellence.**
- **Equipment and Resource Oversight: Oversees the maintenance, accountability, and optimal utilization of all equipment used by direct reports. Promotes adherence to established guidelines and operational efficiency while acting as a resource for all employees and construction subcontractors to minimize incidents and exposures.**
- **Budget Development and Management: Develops, manages, and strategically allocates the department's operations budget. Regularly assesses financial performance against budgetary goals and identifies areas for cost-saving initiatives without compromising service quality.**

- **Strategic Project Identification: Identifies, prioritizes, and advocates for necessary projects related to facility, equipment, and system replacements, ensuring alignment with the airport's long-term strategic goals and operational needs.**
- **Operational Excellence: Ensures the efficient operation and maintenance of all equipment and systems, implementing best practices and continuous improvement initiatives to enhance performance and service delivery.**
- **Leadership Support: Acts as the Vice President of Maintenance as needed, providing leadership continuity and strategic direction in their absence, while representing the maintenance department in executive-level discussions.**
- **Safety and Compliance Advocacy: Upholds and promotes all safety protocols and regulations within the maintenance department. Ensures that all team members are trained in the proper use of personal protective equipment (PPE) and are proactive in reporting potential hazards to maintain a safe working environment.**
- **Cultural Intelligence Development: Champions a culture of diversity, inclusion, and respect within the maintenance team. Fosters an environment that values different perspectives, encouraging collaboration and innovation among a diverse workforce.**
- **Team and Talent Development: Identifies and nurtures high-potential talent within the department through targeted development programs, succession planning, and career pathway initiatives, ensuring a robust pipeline of skilled professionals ready to meet future organizational needs.**
- **Regular and Reliable Attendance: Maintains regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and organization.**

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Eight (8) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Facility Maintenance Professional (FMP) certification.
- Certified Facility Manager (CFM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, excessive noise and insects.
- Navigate occasionally heights and confined areas.

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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DIRECTOR OF PROCUREMENT, CAPITAL PROGRAMS AND ITS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Procurement, the Director of Procurement, Capital Programs and ITS is responsible for the procurement of all capital procurements, including contract and agreement negotiations for professional and non-professional services, and information technology. This position oversees the development of solicitation documents, specifications, and contract documents for construction and professional service agreements. The Director represents the Authority in contract negotiations, facilitating the evaluation of technical proposals. This position represents the Procurement department at Development Committee meetings.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing.
- Ensures compliance with all federal, state, and local procurement requirements during the selection of design-builders, design professionals, contractors, concessionaires, and consultants.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of vendors.
- Analyzes construction cost projections against industry best practices and current trends to inform decision-making.
- Prepares and presents procurement-related reports and updates to stakeholders and the Development Committee.
- Analyzes proposals and bids for responsiveness, ensuring all submissions meet established criteria and requirements.
- Monitors and evaluates vendor performance to ensure compliance with contract terms and service quality.
- Conducts market research to identify potential suppliers and assess the competitive landscape.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, Construction, or related field.
- Eight (8) years experience in purchasing, contracts management and competitive procurement processes, of which at least five (5) years in public (government) purchasing.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council (other certifications will not satisfy this minimum requirement) within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP) within 18 months.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business Administration, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Certified Professional in Supply Management (CPSM).
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF PROCUREMENT, NON-CAPITAL PROGRAMS AND MATERIALS MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Procurement, Director of Procurement, Non-Capital Programs and Materials Management is responsible for the procurement of all non-capital procurements and materials management, including contract and agreement negotiations for professional and non-professional services, and materials management including warehousing, inventory and surplus property disposition. This position oversees the development of solicitation documents, specifications, and contract documents for non-capital and professional service agreements. The Director represents the Authority in contract negotiations, facilitating the evaluation of technical proposals. This position also acts as the primary lead for Procurement and Finance operations during EOC activation and maintaining the department's continuity of operations plan.
***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing.
- Oversees procurement technology utilization, upgrade, testing, and issue resolution.
- Oversees property asset transfer and recommends surplus property disposition.
- Oversees inventory management and inventory control.
- Manages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Ensures compliance with all federal, state, and local procurement requirements during the selection of suppliers, concessionaires, and consultants.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliers.
- Prepares and presents procurement-related reports and updates to stakeholders.
- Analyzes proposals and bids for responsiveness, ensuring submissions meet established criteria and requirements.
- Monitors and evaluates supplier performance to ensure compliance with contract terms and service quality.

- Conducts market research to identify potential suppliers and assess the competitive landscape.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, in Business, Construction, or related field.

- Eight (8) years experience in purchasing, contracts management and competitive procurement processes, of which at least five (5) years in public (government) purchasing.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP) within 18 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, in Business Administration, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Certified Professional in Supply Management (CPSM).
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging

- Continuous typing
- Occasional use of car/light truck
- Continuous use of computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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DIRECTOR OF AIRFIELD, GROUNDS AND SYSTEMS MAINTENANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Maintenance, the Director of Airfield, Grounds and Systems Maintenance manages maintenance operations for the Authority to ensure the safe, efficient, and reliable functioning of all airport facilities and systems. This role encompasses a wide range of maintenance responsibilities, including aircraft boarding bridges, baggage handling, and fleet management, while fostering a culture of safety and innovation. Additionally, the Director develops departmental budgets, identifies necessary projects for upgrades, and promotes employee engagement and development to achieve operational excellence.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Leadership and Mentorship: Accountable for fostering a supportive environment for direct reports by providing individualized training tailored to job responsibilities, and actively engaging in mentorship programs that promote professional growth and career advancement.**
- **Performance Management: Conducts comprehensive evaluations of direct reports' work performance through transparent and constructive performance check-ins and appraisals. Implements necessary corrective actions or disciplinary measures when required, ensuring alignment with organizational goals and standards.**
- **Professional Standards Compliance: Ensures that all direct reports adhere to authority standards regarding personal appearance and conduct, cultivating a professional work environment that reflects the organization's values and commitment to excellence.**
- **Equipment and Resource Oversight: Oversees the maintenance, accountability, and optimal utilization of all equipment used by direct reports. Promotes adherence to established guidelines and operational efficiency while acting as a resource for all employees and construction subcontractors to minimize incidents and exposures.**
- **Budget Development and Management: Develops, manages, and strategically allocates the department's operations budget. Regularly assesses financial performance against budgetary goals and identifies areas for cost-saving initiatives without compromising service quality.**

- **Strategic Project Identification: Identifies, prioritizes, and advocates for necessary projects related to facility, equipment, and system replacements, ensuring alignment with the airport's long-term strategic goals and operational needs.**
- **Operational Excellence: Ensures the efficient operation and maintenance of all equipment and systems, implementing best practices and continuous improvement initiatives to enhance performance and service delivery.**
- **Leadership Role Support: Acts as the Vice President of Maintenance as needed, providing leadership continuity and strategic direction in their absence, while representing the maintenance department in executive-level discussions.**
- **Safety and Compliance Advocacy: Upholds and promotes all safety protocols and regulations within the maintenance department. Ensures that all team members are trained in the proper use of personal protective equipment (PPE) and are proactive in reporting potential hazards to maintain a safe working environment.**
- **Cultural Intelligence Development: Champions a culture of diversity, inclusion, and respect within the maintenance team. Fosters an environment that values different perspectives, encouraging collaboration and innovation among a diverse workforce.**
- **Team and Talent Development: Identifies and nurtures high-potential talent within the department through targeted development programs, succession planning, and career pathway initiatives, ensuring a robust pipeline of skilled professionals ready to meet future organizational needs.**
- **Regular and Reliable Attendance: Maintains regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and organization.**

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Eight (8) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Four (4) years supervisory experience.
- Facility Maintenance Professional (FMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Certified Facility Manager (CFM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, excessive noise and insects.
- Navigate occasionally heights and confined areas.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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DIRECTOR OF TERMINAL OPERATIONS AND GUEST EXPERIENCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Terminal Operations and Guest Experience oversees all operational flows at Tampa International Airport, ensuring both the terminal and airside operations run smoothly. This position monitors construction activities, vendor operations, ground transportation, and airline services while maintaining real-time communication with leadership and relevant stakeholders. Additionally, the Director acts as the airport's primary point of contact during off-hours, ensuring that TSA and CBP operations are efficient and that any issues affecting guest experience are promptly addressed.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees all operational flows within the terminal and airside operations, ensuring safety and efficiency at Tampa International Airport.
- Conducts daily construction coordination meetings with contractors to facilitate effective communication and activity management.
- Ensures airport amenities and services meet customer experience standards, including operating hours and contractual obligations.
- Observes and reports on terminal activities daily, addressing and resolving situations that may negatively impact guest experience or the airport's reputation.
- Walks the terminal multiple times daily to verify optimal operational performance in the terminal and airside areas.
- Oversees TSA and CBP operations, ensuring stakeholder coordination and promptly addressing operational issues.
- Supports customer service initiatives, including volunteer programs, employee recognition, lost and found, and specialized programs for travelers with hidden disabilities.
- Identifies and manages irregular operations, providing assistance during delays, cancellations, and other incidents affecting terminal services.
- Monitors terminal roadways and curb zones to mitigate traffic control issues and enhance overall flow for passengers and vehicles.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Eight (8) years experience in managing operations at a large or medium hub airport.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Member of American Association of Airport Executives.
- Obtain and maintain NIMS & emergency management training.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping
- Occasional pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional exposure to extreme weather and insects
- Navigate occasionally heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

ELECTRICAL MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Electrical Manager oversees the performance and maintenance of all electrical systems within the facility, including power distribution, lighting (interior, exterior, and roadway), and airfield electrical systems. The manager supervises employees and monitors contractors engaged in the maintenance and repair of electrical systems. Additionally, the Electrical Manager establishes preventive maintenance programs, manages an equipment safety inspection program, and provides technical advice and training to staff while maintaining safety and operational standards.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Establishes and implements preventive maintenance procedures and schedules for all electrical systems.
- Conducts periodic inspections to ensure proper maintenance of equipment and adherence to safety standards.
- Manages the section's quality assurance program and conduct inspections to ensure compliance with specifications and contract integrity.
- Reviews contract bids and submissions, and inspect work performed by contractors to ensure compliance with specifications.
- Develops and manages annual budgets to support maintenance activities and equipment needs.
- Plans job layouts, estimate materials, determine equipment and tools, and create drawings or sketches for maintenance personnel.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, building maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Management Professional Certificate (FMP) from the International Facility Management Association (IFMA) program to be completed within 9 months of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and electrical systems.

- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Occasional walking.
- Sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Occasional reaching overhead.
- Occasional climbing.
- Continuous typing.
- Occasional exposure to extreme weather, chemicals & excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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

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

ELECTRICAL SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Electrical Manager, the Electrical Supervisor oversees maintenance and repair personnel engaged in maintenance, repair, and construction of electrical systems within the facility, including power distribution, lighting (interior, exterior, and roadway), and airfield electrical systems. The Electrical Supervisor schedules preventive maintenance to improve operational efficiency and asset longevity while also requisitioning materials, assisting in contract specification development, and maintaining detailed records of work and resources.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Develops, analyzes, and updates maintenance policies and procedures to ensure a safe, efficient, and effective work environment.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance personnel to effectively perform work assignments.
- Requisitions equipment, tools, and materials in a timely manner to meet maintenance and construction schedules.
- Assists in developing contract specifications for maintenance and construction projects.
- Oversees the performance of contractors in assigned areas to ensure compliance with specifications and requirements.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, building maintenance, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and electrical systems.
- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.

- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Occasional walking.
- Sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Occasional reaching overhead.
- Occasional climbing.
- Continuous typing.
- Occasional exposure to extreme weather, chemicals & excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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

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

ELECTRICIAN I

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician I assists with installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. The position involves checking electrical components for safety compliance, diagnosing issues with testing equipment, repairing or replacing faulty parts, assisting with the installation and upgrades of electrical systems, integrating new equipment, and ensuring adherence to electrical safety regulations and standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts regular inspections, tests, and maintenance procedures to identify potential electrical system failures or malfunctions.
- Checks electrical components, circuits, and control systems to ensure compliance with safety and performance standards.
- Diagnoses electrical problems using various testing equipment and techniques to determine appropriate repair or replacement actions.
- Repairs or replaces faulty components, wiring, or connections to restore functionality to electrical systems.
- Assists in the installation, upgrade, and modification of electrical systems and equipment as required.
- Installs new electrical circuits and upgrade existing systems to meet current codes and regulations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.
- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights, confined areas & excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment.
- Continuous use of power tools.

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

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

ELECTRICIAN II

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician II performs installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. This position involves working with airfield lighting systems, ensuring FAA compliance, managing power distribution and backup generation, and underground utility locates. The Electrician II is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Prioritizes work tasks to ensure that critical electrical issues are addressed promptly and effectively.
- Provides on-the-job training and guidance to junior technicians while guiding them on larger projects.
- Oversees contractors and conduct project inspections to ensure compliance with specifications and standards.
- Responds to calls regarding customer and tenant issues, resolving problems and handling complaints with technical expertise.
- Diagnoses and reacts appropriately to airfield and building lighting, signage, and power distribution issues throughout the campus.
- Oversees the activities of skilled and unskilled trades and maintenance personnel in the construction, repair, and maintenance of industrial power distribution systems.
- Plans job layouts, estimate materials, determine required equipment and tools, and create drawings or sketches for maintenance personnel.
- Conducts underground utility locates to prevent damage to existing infrastructure during maintenance activities.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in commercial and/or industrial electrical or related field.
- Enrollment in the MAT-2 airfield training program.
- Register for the ACE Lighting certification is required with exam to be taken within six months of enrollment.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.

- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment
- Continuous use of power tools.

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

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

ELECTRICIAN III

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician III oversees both skilled and unskilled trades and maintenance personnel engaged in performs installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. This position involves working with airfield lighting systems, ensuring FAA compliance, managing power distribution and backup generation, and underground utility locates. The Electrician III is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Lead the activities of maintenance personnel involved in the construction, repair, and maintenance of buildings, grounds, roadways, and related systems and equipment.
- Provides on-the-job training and guidance to junior technicians while supervising them on larger projects.
- Oversees contractors and conduct project inspections to ensure compliance with specifications and standards. Oversees the activities of skilled and unskilled trades and maintenance personnel in the construction, repair, and maintenance of industrial power distribution systems.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, and safety standards.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance tasks.
- Creates drawings or sketches as needed to assist maintenance personnel in performing work assignments properly.
- Determines, schedules, and oversees preventive maintenance activities to enhance operational effectiveness and extend asset lifecycles.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in commercial and/or industrial electrical or related field.
- MAT-2 airfield training program completion.
- ACE Lighting certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.
- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights, confined areas.
- Very frequent exposure to excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment.
- Continuous use of power tools.

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

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

ELECTRONICS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Facilities, the Electronics Manager oversees the operation and management of critical safety and security systems within the organization. This role involves coordinating daily operations and emergency responses while collaborating closely with various departments, internal business partners, third-party service vendors, law enforcement agencies, and governmental organizations. The Electronics Manager develops budgets, implements personnel training and development programs, and manages project coordination to ensure the continuous enhancement of technical support and technology for all assigned systems.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees and manages the activities of contractors engaged in the operation of critical safety and security systems, including fire alarm systems, PA systems, access control systems, CCTV, and more.
- Develops and implements preventive maintenance programs to enhance operational effectiveness and extend the lifecycle of electronic assets.
- Establishes and manages corrective and reactive maintenance programs to address system failures and ensure reliability.
- Reviews contract bids and inspects work performed by contractors to ensure compliance with specifications and contract integrity.
- Monitors and manages requisitions for replacement parts and materials to ensure timely completion of maintenance assignments.
- Prepares technical specifications for the acquisition of equipment and systems to support operational needs.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Electronics, Information Technology, or related field.
- Five (5) years of progressive experience in the installation, maintenance, and repair of electronic systems, or a similar field.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Maintenance Professional Certificate (FMP).
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CAT Commercial Audio Technician.
- Industrial Electronics.
- CompTIA ITF+.
- CompTIA NET+.

- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, sitting & walking up to 6 hours per day.
- Frequent lifting up to 50 lbs or more.
- Bending & stooping up to 6 hours per day.
- Frequent pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & climbing.
- Continuous typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, insects and chemicals.
- Navigate occasionally heights and confined areas.
- Very frequent use of car/light truck.
- Frequent use of heavy equipment & power tools.

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

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

ELECTRONICS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Electronics Manager, the Electronics Supervisor leads a team focused on the maintenance, troubleshooting, repair, installation, and design of systems critical to airport operations. This role combines technical expertise with administrative skills to manage assignments, provide training, and respond to system failures, while also developing maintenance policies to ensure safety and compliance with regulatory standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Responds to emergency and non-emergency system failures, including life safety and security system outages, ensuring timely resolution of issues.
- Develops, analyzes, and updates maintenance policies and procedures to promote a safe and efficient work environment.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimates materials, determines necessary equipment and tools, and creates drawings or sketches for maintenance personnel.
- Assists in developing project specifications and oversees project performance to ensure compliance with construction and maintenance requirements.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Electronics, Information Technology, or related field.
- Four (4) years experience in the installation, maintenance, and repair of electronic systems, fire alarm, fire suppression systems, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CAT Commercial Audio Technician.
- Industrial Electronics.
- CompTIA ITF+.

- CompTIA NET+.
- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems, fire alarm, fire suppression systems, and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems, fire alarm, fire suppression systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm, fire suppression systems, PA systems, access control systems, radio systems, PLWS, dispatch console systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, sitting & walking up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Frequent pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & climbing.
- Continuous typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, and insects.
- Navigate occasionally heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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

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

ELECTRONICS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Electronics Supervisor, the Electronics Technician I assists with the installation, maintenance, and repair of various electronic equipment and systems, ensuring their efficient operation in both consumer and industrial applications. This role involves troubleshooting and solving problems effectively, with a focus on systems such as voice and data communications, fire alarms, access control, CCTV, and public address systems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs a variety of electronic equipment and associated subassemblies, including fire alarms, access control systems, and communication devices.
- Conducts operator-level troubleshooting, installation, and configuration of life safety and security systems, including surveillance equipment and intercom systems.
- Performs regular preventative maintenance tasks and conduct building assessments, including physical inspections and digital reporting.
- Designs, constructs, assembles, and rearranges circuits and devices for operational and testing purposes.
- Assists in inspecting and coordinating work performed by authorized vendors or contractors to ensure adherence to project specifications and guidelines.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per day.
- Frequent sitting.

- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate continuously heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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ELECTRONICS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Electronics Supervisor, the Electronics Technician II performs the installation, maintenance, and repair of various electronic equipment and systems, ensuring their efficient operation across a range of applications, from consumer electronics to complex industrial systems. This role involves troubleshooting and solving problems effectively, with a focus on systems such as voice and data communications, fire alarms, access control, CCTV, and public address systems. Additionally, the position includes coordinating with vendors, maintaining accurate records of equipment and service activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs a variety of electronic equipment and systems at the component level.
- Conducts training and provides operator-level troubleshooting, installation, and configuration of life safety and security systems.
- Performs regular preventative maintenance functions and conduct building assessments, including physical inspections and digital reporting.
- Monitors the operation of electronic systems to ensure compliance with regulatory agencies' standards and specifications.
- Designs, constructs, assembles, and rearranges circuits and devices as necessary for operational and testing purposes.
- Inspects and coordinates work performed by authorized vendors or contractors to ensure adherence to project specifications and guidelines.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the installation, maintenance, and repair of electronic systems, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Electronics Technician -ISCET, CEA, NARDA, NCEE.
- CAT Commercial Audio Technician.
- Industrial Electronics.
- COMPTIA ITF+.
- CompTIA NET+.
- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate continuously heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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

ENTERPRISE ASSET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Enterprise Asset Manager is responsible for the strategic planning, management, and optimization of the airport's assets to ensure operational efficiency, safety, and compliance with regulatory standards. This role involves working closely with various departments to develop asset management strategies, implement best practices, and ensure the long-term sustainability of airport assets. The Enterprise Asset Manager plays a crucial role in enhancing the airport's operational performance and ensuring a seamless experience for passengers. The Enterprise Asset Manager shall utilize the computerized Enterprise Asset Management System (EAMS) to identify resources, analyze reports for operational assessments, streamline maintenance processes according to strategic plans, allocate appropriate resources, and ensure the completion of financial objectives for preventive and corrective maintenance is significant to the work.

SUPERVISES OTHERS:

FLSA STATUS:

ESSENTIAL FUNCTIONS

- Maintain a comprehensive inventory of all airport assets, including buildings, infrastructure, equipment, and vehicles.
- Partner with asset owners to verify that asset records are up-to-date and reflect accurate condition assessments.
- Oversee the lifecycle of assets, including acquisition, maintenance, and disposal.
- Develop and implement asset replacement and refurbishment plans based on lifecycle analysis.
- Participate in long-term strategic planning for airport development and Capital Improvement projects.
- Lead regular inspections and assessments of assets to evaluate their condition, performance, and compliance with safety standards.
- Utilize inspection findings to inform maintenance schedules and capital improvement projects.
- Develop and manage preventive maintenance programs to ensure optimal performance and longevity of assets.
- Coordinate with maintenance teams to schedule and prioritize maintenance activities.

- Prepare and manage the asset management budget, including maintenance and capital expenditure planning.
- Analyze financial performance related to asset management and identify cost-saving opportunities.
- Utilize asset management software and analytics tools to track performance metrics and generate reports for airport leadership.
- Analyze data to identify trends, inefficiencies, and opportunities for improvement in asset management practices.
- Work closely with airport operations, finance, maintenance, planning and development, IT and other departments to align asset management strategies with operational needs.
- Engage with external stakeholders, including contractors and regulatory agencies, as necessary.
- Provide training and support to staff involved in asset management and maintenance operations.
- Promote best practices in asset management throughout the organization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Asset Management, Engineering, Business Administration, or related field.
- Six (6) years experience in asset management, facilities management or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in an airport or transportation environment leading asset management teams aligned with supporting the sustainable growth of asset management within the organization.
- Institute of Asset Management (IAM) certification, Certified Asset Management Professional (CAMP), or Project Management Professional (PMP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of asset management principles and practices, including asset acquisitions, retirements, and transfers.
- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Strong analytical and problem-solving skills.
- Skills in using asset management software and data analysis tools.
- Ability to produce reports, showcasing the effectiveness and efficiency of asset management processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing & walking.
- Frequent sitting.
- Occasional lifting up to 50 lbs.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Frequent exposure to extreme weather, noxious fumes, chemicals, & insects.
- Navigate frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Frequent use of car/ light truck
- Frequent heavy equipment & power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EVIDENCE TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manager, the Evidence Technician is responsible for the daily operations of the evidence stored in the property/evidence repository of the department, including digital and video evidence. This role involves the proper receipt, storage, preservation, and disposal of evidence, ensuring accurate accountability throughout the process. The Evidence Technician maintains the Records Management Evidence Database, organizes the destruction of evidence, and assists with audits and inventory preparations. This position plays a crucial role in supporting the integrity of evidence management within the department.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts collection, examination, preservation, and analysis of human tissues, fluids, or physical evidence (65% of the time), focusing on materials with potential biological, chemical, or hazardous properties.
- Updates and maintains the Records Management Evidence Database as evidence is received, transferred, and/or released to an owner, other agency, courts, or investigations.
- Completes weekly evidence reporting to FDLE, along with updating the evidence database and case files to reflect items received back into evidence inventory.
- Maintains paper files on each case, ensuring that all pertinent information regarding chain of custody is maintained in the file.
- Organizes quarterly destruction of evidence that has been identified for destruction.
- Provides the SAO with information regarding the status of an item that has been transferred to FDLE for analysis.
- Conducts appropriate database checks (to include, CJNET, NCIC/FCIC, Criminal History inquiry), and the appropriate paperwork prior to the release of a firearm to an owner.
- Reviews, redacts, and submits body worn camera footage to the State Attorney's Office or public FOIA requests.
- Completes monthly validations and reporting.
- Audits and prepares inventory.
- Maintains and orders evidence supplies.

- Assists SIU, on occasion, as evidence custodian during interdiction operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in Criminal Justice, Forensic Science, or a related field.
- Three (3) years experience in property/evidence forensics or related field.
- Or equivalent combination of education, training, and experience.
- Certified Evidence Technician – PEAF (must receive certification within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous law enforcement experience.
- Previous experience using *evidence.com.*

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of evidence handling procedures, including proper receipt, storage, preservation, and disposal methods to maintain the integrity of evidence.
- Skill in using Microsoft applications and other software tools for data entry, database management, and report generation.
- Ability to maintain accurate records and filing systems for evidence, ensuring that all pertinent information regarding chain of custody is documented and accessible.
- Knowledge of relevant laws and regulations governing the handling and management of evidence within a law enforcement context.
- Ability to organize and manage time effectively, ensuring timely updates to the evidence database and completion of required reports.
- Ability to work independently while also collaborating with team members during evidence-related operations, including interdiction activities.
- Knowledge of proper procedures for reviewing, redacting, and submitting body-worn camera footage to comply with public records requests.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 Ibs
- Occasional bending & stooping
- Continuous typing
- Frequent exposure to noxious fumes
- Occasionally navigate heights and confined areas

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EXECUTIVE ASSISTANT TO CHIEF COMMERCIAL OFFICER AND VICE PRESIDENT OF MARKETING, COMMUNICATIONS AND STRATAGY

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer (CCO) and Vice President (VP) of Marketing, Communications and Strategy, the Executive Assistant provides administrative support ensuring the smooth operation of the office. This position manages calendars and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Executive Assistant interacts regularly with the CEO, Executive Team, Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration. Additionally, the role requires a proactive approach to administrative tasks, allowing the CCO and VP to focus on strategic initiatives and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the schedules for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the CCO's office to staff and other leadership team members.
- Reviews time-off requests and timecards and approve as needed.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Inputs all budget information into Financial System
- Monitors and updates the budget and forecasts and projections throughout the year
- Serves as Department Record Custodian
- Facilitates communication between the leadership team.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently. Including keeping passport and Global Entry enrollments up to date. Applying for international Visa’s when required.

- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Monitors HCAA Speaking Engagements Request Dashboard and Speaking Engagement calendar. Verify the availability of speakers. Ensuring VP has prepared talking points ahead of engagement.
- Servies as backup to Sr Executive Assistant to CEO when needed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration or a related field.
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EXECUTIVE ASSISTANT TO CHIEF OPERATING OFFICER AND CHIEF DEVELOPMENT OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer (COO) and Chief Development Officer (CDO), the Executive Assistant, provides administrative support to these executives, allowing them to discharge their responsibilities in an organized, timely and efficient manner. This position manages the Executives calendars and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Executive Assistant interacts regularly with the Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration. Additionally, the role requires a proactive approach to administrative tasks, allowing the COO and CDO to focus on strategic initiatives and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the executives' schedules for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the COO's and CDO's office to staff and other leadership team members.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Inputs all budget information into Financial System
- Monitors and updates the budget and forecasts and projections throughout the year
- Serves as Department Record Custodian
- Facilitates communication between the leadership team and their direct reports.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently. Including keeping passport and Global Entry enrollments up to date. Applying for international Visa's when required.
- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.

- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration or related field.
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.

- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FIXED ASSET ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Fixed Asset Analyst is responsible for overseeing the fixed assets function across the Authority. This position involves asset tracking and creating and maintaining records for fixed asset acquisitions, retirements, and transfers within the Fixed Asset system. The analyst will calculate monthly depreciation, perform annual physical inventory counts, and reconcile asset modules with the General Ledger, while continuously reviewing and improving asset tracking processes for enhanced efficiency and accuracy.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Creates and maintains fixed asset acquisitions, retirements and transfers in the Fixed Asset system.
- Calculates and analyzes monthly depreciation for capitalized assets.
- Conducts annual physical inventory counts of the capitalized equipment.
- Manages the fixed assets month-end closing process.
- Reconciles and balances modules with the General Ledger.
- Prepares interim and year-end fixed asset audit schedules for the external audit.
- Serves as the point of contact for questions from the external auditors.
- Works in Federal Database (eDelphi) by creating invoices and uploading backup for Federal grant reimbursement
- Provides an administration review of miscellaneous invoices and prevents invoices from being missed and incurring late interest penalties per the Prompt Payment Act.
- Reviews project invoice entries before they are distributed for workflow approval.
- Reviews capital and expensed equipment requisitions for approval.
- Invoices contractors and consultants for any badges that are not returned.
- Produces the Performance Measures Quarterly report.
- Serves as backup for the Projects Control Senior Analysts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Accounting, Finance, or related field.
- Three (3) years experience as a professional accountant.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fixed asset management principles and practices, including asset acquisitions, retirements, and transfers.
- Skill in managing month-end closing processes related to fixed assets, ensuring timely and accurate reporting.
- Knowledge of accounting principles related to the reconciliation in software modules for the General Ledger.
- Ability to produce reports, showcasing the effectiveness and efficiency of asset management processes.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing
- Continuous computer monitoring
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FLEET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield, Fleet & Grounds, the Fleet Manager plans and coordinates with the Fleet Supervisor on the maintenance and repair of vehicles, equipment as well as other facilities and structures at times. The Fleet Manager establishes preventive maintenance programs, responsible for the procurement and disposal of vehicles and equipment, and schedules and oversees equipment safety inspections to ensure compliance with specifications and contract integrity. Additionally, this role includes creating requisitions for replacement parts, preparing technical specifications for equipment acquisition, maintaining the departments budget, and providing technical guidance and training to staff on safety procedures and operating standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensure vehicles are used effectively and efficiently.
- Manage drivers, including hiring and training.
- Track vehicle usage and performance and complete Vehicle Condition Reports.
- Manage operational cost of ownership for vehicles and equipment.
- Responsible for creating and meeting budget expectations. Conducts periodic inspections to verify proper maintenance and compliance with safety standards.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and maintain contract integrity.
-
- Prepares technical specifications for the acquisition of new equipment, ensuring alignment with operational needs.

- Develops and manages budgets related to fleet operations and maintenance activities. Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Automotive Technology, Supply Chain, Business Administration or related field.
- Four (4) years experience in construction, facility fleet maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching over head, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

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

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

FLEET SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Fleet Manager, the Fleet Supervisor oversees the maintenance and repair of airport fleet vehicles and mechanical support equipment. This supervisory role includes managing the activities of skilled trades and maintenance personnel, ensuring that repairs meet established standards for safety and efficiency. The Fleet Supervisor plans, schedules, assigns, and reviews work, while also providing training and technical support to junior mechanics on complex problems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manage vehicle repairs and maintenance including scheduling and coordinating with repair shops.
- Plans job layouts and estimates materials, determining the necessary equipment and tools for maintenance personnel to execute their assignments.
- Schedules and oversees preventive maintenance activities to improve operational effectiveness and extend the lifecycle of fleet assets.
- Creates requisitions for the timely purchase of equipment, tools, and materials to support maintenance and construction schedules.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with maintenance requirements.
- Maintain parts inventory and parts ordering.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Automotive Technology, Supply Chain, Business Administration or related field.
- Four (4) years experience in construction, facility fleet maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 lbs ore more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Very frequent exposure to insects.
- Navigate continuous heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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

FLEET TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Fleet Supervisor, the Fleet Technician I performs inspections, maintenance, and both minor and major repairs on a variety of vehicles and equipment, including automotive, construction, agricultural, and small engine-powered equipment. This position also troubleshoots and diagnoses issues, as well as executing repairs by disassembling, replacing, and overhauling various systems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Troubleshoots and diagnoses issues for various types of vehicles and equipment to determine necessary repairs.
- Performs minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling various systems.
- Conducts regular inspections of fleet vehicles and equipment to identify maintenance needs and safety concerns.
- Executes welding, fabrication, and minor body repairs as needed to restore equipment functionality.
- Completes maintenance reports and records accurately to track work performed and materials used.
- Assist in ordering and managing parts and supplies necessary for maintenance tasks.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Automotive Service Excellence (ASE) Certification, including A or T Series Brakes and Suspension, or able to obtain within six (6) months of hire. Due to Certification testing availability, time may be extended.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching overhead, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

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

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

FLEET TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Fleet Supervisor, the Fleet Technician II performs inspections, maintenance, and both minor and major repairs on a variety of vehicles and equipment, including automotive, construction, agricultural, and small engine-powered equipment. This position guides subordinate mechanics, acting as a Lead Worker, and managing the operations of a small repair shop or garage when applicable. Additionally, the Fleet Technician II is responsible for completing maintenance reports and records and providing support to other trades based on operational needs.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Troubleshoots and diagnoses issues for various types of vehicles and equipment to determine necessary repairs.
- Performs minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling various systems.
- Fabricates custom parts from metal and other materials as needed to support repair and maintenance activities.
- Offers technical assistance and guidance to mechanics to enhance their skills and support their work.
- Utilizes computer interfaces and diagnostic tools, including generic code scanners, to troubleshoot vehicle systems and obtain trouble codes.
- Conducts regular inspections of equipment and vehicles to identify maintenance needs and ensure optimal performance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Emergency Vehicle Technician (EVT) Certification.
- Automotive Service Excellence (ASE) Certification, including A or T Series Brakes and Suspension.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching overhead, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

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

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

GA CAPITAL PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of GA Capital Projects, Business & Admin, the GA Capital Projects Manager is responsible for planning, organizing, directing, and executing the Capital Improvement Program (CIP) for the Authority's General Aviation airports. This role focuses primarily on overseeing facility rehabilitation projects, including the development of project management plans, budgets, and schedules while managing construction progress. The manager is involved in establishing all design elements as well as with evaluating project status to ensure deadlines are met and may recommend strategies such as resource reallocation or workflow adjustments to keep projects on track.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and establishes design elements, including architectural, mechanical, and electrical specifications within project scopes.
- Reviews contract bids and inspect work performed by contractors to ensure compliance with specifications and contract integrity.
- Addresses any contract inadequacies by bringing them to management's attention and following up on corrective actions.
- Procures materials and supplies necessary for the timely completion of projects and maintenance activities.
- Prepares and maintains technical specifications for the acquisition of equipment and systems required for projects.
- Monitors construction progress and evaluates project status to ensure deadlines are met and objectives are achieved.
- Conducts regular safety assessments and quality inspections to enhance the safety and effectiveness of construction processes.
- Maintains accurate documentation of project activities, budgets, and timelines for auditing and reporting purposes.
- Participates in project meetings to provide updates, address concerns, and adjust project plans as necessary.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s degree in construction management, Engineering, Architecture, or related field.
- Four (4) years experience in airport operations management and maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Construction Management, Engineering, Architecture, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling & dragging
- Frequent reaching over head, kneeling, crawling & climbing
- Frequent typing
- Frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Frequent use of car/light truck
- Occasional use of heavy equipment and power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA CAPITAL PROJECTS MULTITRADES WORKER III

GENERAL DESCRIPTION

Under the general direction of the GA Capital Projects Manager, the GA Capital Projects Multitrades Worker III is responsible for performing a variety of capital facilities construction activities, including both interior and exterior building rehabilitation at the Authority's three General Aviation airports. The role involves participating in the erection of small structures and complex alterations, as well as overseeing the repair and maintenance of various systems. Additionally, this position ensures that adequate building materials are maintained for project completion and includes responsibilities such as performing concrete and asphalt repairs.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs repair and maintenance tasks on electrical, plumbing, and water systems and fixtures, as well as brick, cement, HVAC, and carpentry work.
- Operates power equipment and various hand tools safely and efficiently, including medium to heavy motorized equipment.
- Oversees maintenance project activities independently, ensuring tasks are completed on time and to standard.
- Conducts concrete and asphalt repairs to maintain safe and functional surfaces at the airports.
- Monitors project progress and report on status, identifying any issues that may affect timelines or quality.
- Ensures compliance with safety regulations and best practices during all construction and maintenance activities.
- Assists in the development of project plans and layouts, estimating materials and determining required tools and equipment.
- Conducts regular inspections of work areas to ensure cleanliness and adherence to safety standards.
- Responds to emergency repair requests as needed, ensuring quick resolution of issues.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in construction, maintenance, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of various procedures and techniques used in multiple construction trades, including electrical, plumbing, and HVAC.
- Knowledge of the construction and maintenance requirements for different types of buildings and facilities, ensuring compliance with regulations.
- Knowledge of safety protocols and the appropriate use of safety equipment to maintain a safe working environment.

- Skill in operating hand and power tools effectively and safely during construction and maintenance tasks.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking and sitting
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging
- Reaching overhead, kneeling, crawling, and climbing up to 6 hours per day
- Occasional typing
- Frequent exposure to extreme weather, noxious fumes, and excessive noise
- Navigate frequently heights and confined areas
- Occasional exposure to chemicals
- Frequent use of car/light truck
- Frequent use of heavy equipment and power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA MAINTENANCE OPERATIONS LEAD

GENERAL DESCRIPTION

Under the general direction of the GA Maintenance Operations Manager, the GA Maintenance Operations Lead performs skilled work across multiple trades involved in the construction, maintenance, and repair of buildings, equipment, and facilities at General Aviation airports. This role ensures compliance with Federal Aviation Administration (FAA) regulations and other federal, state, and city requirements while overseeing day-to-day maintenance activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors, prioritizes, and inspects work activities to ensure adherence to safety standards, plans, and specifications.
- Conducts daily and nightly airfield inspections to identify potential issues and ensure the safety and functionality of airfield operations.
- Responds to operational concerns, including aircraft emergencies and pavement closures, providing timely resolutions.
- Addresses and resolves issues raised by GA airport tenants and the public, ensuring excellent customer service.
- Provides technical expertise and guidance to team members regarding maintenance tasks and procedures.
- Leads and participates in the erection of small structures and the repair and maintenance of plumbing, electrical, HVAC, and carpentry systems.
- Requisitions and maintains an inventory of replacement parts and supplies necessary for ongoing repairs and maintenance.
- Ensures that all maintenance work complies with established codes, standards, and regulations.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in airfield operations, plumbing, electrical, carpentry, masonry, and painting.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and local regulations governing maintenance and safety standards in aviation facilities.
- Knowledge of the construction and maintenance practices for various types of airport facilities.
- Skill in using hand and power tools effectively and safely in maintenance and construction tasks.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting, walking & standing
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging & climbing
- Reaching overhead, kneeling, crawling up to 6 hours per day
- Occasional typing
- Very frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, and excessive noise
- Frequent exposure to insects
- Very frequent use of car/light truck, heavy equipment & power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA MAINTENANCE OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of GA Operations & Maintenance, the GA Maintenance Operations Manager is responsible for overseeing compliance, safety, and emergency preparedness at the Authority's General Aviation airports. This position manages all aspects of maintenance operations, safety coordination, and operational support. The manager organizes and coordinates on-site activities to ensure the safe and efficient functioning of the GA airports, while also coordinating construction projects and public events. Additionally, this role involves developing and updating GA airport emergency plans, supervising maintenance personnel, ensuring compliance with regulations, and maintaining the overall cleanliness and orderliness of airport facilities and grounds.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans on-site activities and public events to ensure the safe and efficient functioning of General Aviation airports.
- Coordinates construction and project management efforts related to airport facilities to minimize disruptions to operations.
- Develops and updates airport emergency plans, conducting training sessions and coordinating drills to prepare staff for emergencies.
- Responds to emergencies and provide assistance, coordinating with appropriate emergency response organizations.
- Ensures operational safety and compliance with applicable laws, regulations, policies, and contractual obligations, addressing any discrepancies.
- Provides accurate information to the public and airport users regarding FAA regulations and FDOT requirements.
- Ensures compliance with fire and building codes through regular facility inspections by the proper authorities.
- Oversees the GA maintenance program for airport grounds and facilities, coordinating vegetation control on runways, taxiways, and ramps.
- Conducts inspections to maintain cleanliness and orderliness of airport grounds and facilities.

- Monitors and supervises the maintenance of project records and documentation to ensure accuracy and compliance.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s degree in Airport Operations Management, Business Administration, or related field.
- Four (4) years experience in airport operations management and maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations related to airport operations and maintenance.
- Knowledge of safety standards and best practices for maintaining and operating general aviation facilities.
- Knowledge of construction project management principles to effectively coordinate construction activities at the airports.
- Knowledge of comprehensive airport operations, maintenance, and related activities to ensure optimal performance across facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the direction of the Senior Manager, Operations and Maintenance, the General Aviation Operations Manager plays a crucial role in ensuring the safe and compliant operation of all airfield activities in accordance with FAA, FDOT, and other regulatory bodies. This multifaceted position involves overseeing self-inspection programs, coordinating construction and maintenance efforts, and engaging with governmental agencies to foster collaboration within the airport community. In addition to ensuring adherence to safety regulations, this role actively participates in incident and accident investigations, conducts specialized inquiries, and reviews proposed airport grant-in-aid initiatives.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Conduct thorough inspections of runways, taxiways, ramps, and associated areas to ensure compliance with FAA, FDOT, and City and State regulatory standards, maintaining the safety of aircraft operations.
- Lead terminal ramp safety inspections, Foreign Object Debris (FOD) inspections, and other critical assessments to uphold high safety standards across the airfield.
- Collaborate with the Maintenance Operations Manager to coordinate daily airfield activities, including maintenance work, construction projects, and the movement of aircraft and vehicles.
- Drive the implementation and enforcement of the general aviation compliance program through established policies and procedures aligned with industry best practices.
- Monitor airport tenants and leased areas to proactively identify and address potential violations of Airport Rules and Regulations.
- Ensure strict compliance with Federal and State airport certification regulations to maintain the airport's status as a safe and reliable aviation hub.
- Serve as the primary representative for General Aviation in airport projects, effectively communicating departmental perspectives and operational goals.
- Prepare and present reports on safety inspections, compliance issues, and tenant management to relevant stakeholders and authorities.
- Collaborate with governmental agencies and other stakeholders to ensure compliance with regulatory requirements and facilitate effective communication.

- Participate in incident investigations and assessments, providing insights and recommendations for operational improvements.
- Monitor and analyze airfield operations data to identify trends and areas for improvement, making informed decisions to enhance safety and efficiency.
- Coordinate with external vendors and contractors to ensure all work performed meets regulatory standards and operational expectations.
- Support the development of strategic initiatives that promote the growth and safety of General Aviation operations within the airport.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Airport Operations Management, Business Administration, or related field.
- Four (4) years of experience in airport operations management and maintenance.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS

- Certified Member American Association of Airport Executives or obtained within 1 year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport layout, design, and construction principles to effectively manage operations and projects.
- Knowledge of Federal Aviation Regulations (FAR) and the ability to interpret and apply them effectively in operational contexts.
- Knowledge of comprehensive airport operations, maintenance, and related activities to ensure optimal performance across facilities.
- Knowledge of weather and NOTAM (Notice to Airmen) terminology to make informed decisions regarding airport operations.
- Knowledge of federal, state, and local regulations governing airport operations and security to ensure compliance and operational integrity.
- Skill in strong organizational abilities that enable effective team leadership, prioritization of tasks, and independent project management.
- Skill in analytical and decision-making capabilities for evaluating programs, policies, and procedures and driving continuous improvement.
- Knowledge of proven track record in preparing reports, maintaining records, analyzing data, and administering operational programs.
- Ability to assess operational issues and develop strategic solutions to enhance efficiency and safety.
- Ability to remain calm and make sound decisions in high-pressure situations, particularly during emergencies or irregular operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GENERAL AVIATION INTERN

GENERAL DESCRIPTION

Under the guidance of the Vice President of General Aviation (GA) and in collaboration with the General Aviation Senior Managers, the General Aviation Intern will gain hands-on experience in operations, maintenance and capital project management across the Authority's three General Aviation airports Peter O. Knight (TPF), Plant City (PCM), and Tampa Executive (VDF) and GA functions at Tampa International Airport (TPA). This internship is designed to provide a comprehensive overview of general aviation airport operations, maintenance programs, capital improvement projects, stakeholder engagement, and regulatory compliance.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with the daily operations oversight of the GA airports, including field inspections, facility reviews, and regulatory compliance activities.
- Support maintenance tracking and project coordination related to airport infrastructure, including lighting, airfield markings, and hangar rehabilitation.
- Participate in the planning and monitoring of Capital Improvement Projects (CIP), including data collection, budget tracking, and status reporting.
- Attend tenant and stakeholder meetings, aiding in the preparation of materials and notes.
- Collaborate with staff on initiatives related to safety, security, and emergency planning.
- Assist in the development and dissemination of tenant advisories and communications.
- Support marketing and outreach initiatives in coordination with internal departments.
- Provide administrative and research support, including document preparation and data entry.
- Attend internal and external meetings, including site visits and briefings, to gain cross-functional exposure.

This list is not intended to be all-inclusive, and additional functions and responsibilities may be assigned as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.

- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL TPA JOBS

- In the event of an emergency or disaster impacting Tampa International Airport (TPA), employees may be required to respond promptly to duties as assigned by the department or the TPA Emergency Operations Center (EOC). Such assignments may occur before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Currently enrolled in a Bachelor's or Master's program in Aviation Management/Airport Operations, Engineering (Civil, Electrical, or Mechanical)/ Construction Management, Public Administration or related field.
- Interest in pursuing a career in airport management, aviation infrastructure, or public-sector capital programs.

PREFERRED QUALIFICATIONS

- Experience at an airport or within an aviation-related organization.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general aviation operations, airport infrastructure, and facility systems.
- Basic knowledge of airport operations and general aviation activities.
- Knowledge of airfield safety standards, facility inspections, or preventative maintenance practices (academic or project-based experience acceptable).
- Exposure to project planning, budget tracking, or facility condition assessments through coursework, internships, or research.
- Knowledge of FAA regulations, FDOT guidelines, or airport security procedures.
- Knowledge of technical plans, site maps, or architectural/engineering drawings.
- Knowledge of safety and regulatory compliance standards in airport environments (FAA, FDOT, NFPA).
- Ability to observe, document, and communicate airfield and facility conditions clearly and accurately.
- Ability to think critically and solve problems.
- Motivation to take on new challenges and develop new skills.
- Ability to provide clear and concise reports.
- Ability to work collaboratively with cross-functional teams.
- Ability to adapt to a dynamic, fast-paced work environment.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting, walking and standing
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging and climbing
- Reaching overhead, kneeling, crawling up to 6 hours per day
- Occasional typing
- Very frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, and excessive noise
- Frequent exposure to insects
- Very frequent use of car/light truck, heavy equipment and power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GROUNDS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Airfield and Grounds Manager, the Grounds Supervisor oversees grounds maintenance operations across multiple disciplines, including maintenance, installation, and pest control. The Grounds Supervisor is responsible for managing airport property inspections, planning maintenance activities, and coordinating employee training. This role is crucial for ensuring compliance with safety standards and operational efficiency.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.
- Prioritizes, participates in, and inspect works activities to ensure compliance with plans, specifications, codes, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance personnel to execute tasks effectively.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with construction and maintenance requirements.
- Conducts regular inspections of airport property to identify maintenance needs and ensure safety and operational standards are met.
- Evaluates equipment and resource needs, making recommendations for procurement and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Landscape Horticulture, Plant Science, Facilities Management, or related field.
- Four (4) years experience in grounds maintenance, or a skilled trade.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Florida Nursery, Growers and Landscape Association Certification (FNGLA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the rules, regulations, and operational requirements of the organization related to grounds maintenance.

- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Occasional sitting.
- Continuous lifting up to 50 lbs or more.
- Very frequent bending and stooping.
- Very frequent pushing, pulling & dragging, reaching over-head, kneeling, crawling & climbing.
- Frequent typing.
- Continuous exposure to extreme weather, chemicals & insects.
- Continuous exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of power tools & heavy equipment.

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

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

GROUNDS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Grounds Technician I performs both manual and skilled grounds maintenance tasks throughout all seasons. The Grounds Technician I is responsible for the care and development of grounds, shrubbery, and plants, as well as the maintenance and repair of irrigation systems. This position also involves routine cleaning and maintenance of equipment, operating trucks and power tools, adhering to landscaping designs, and may require flexibility to assist other trades as needed.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs manual and skilled grounds maintenance tasks, including planting, mulching, fertilizing, watering, mowing, trash and debris removal, and pruning vegetation.
- Uses hand tools such as shovels, rakes, pruning saws, hedge trimmers, and axes to carry out landscaping and maintenance activities.
- Conducts routine inspections and maintenance of irrigation systems to ensure proper functionality and efficiency.
- Clean work sites upon completion of tasks, ensuring a tidy and safe working environment.
- Clean and maintain heavy equipment, trucks, and tools to ensure optimal performance and safety.
- Follow planned landscaping designs to determine the appropriate locations for sod installation, flower planting, and other landscaping activities.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience of grounds maintenance or landscaping.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate required within six (6) months of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety procedures and safety equipment relevant to grounds maintenance activities.
- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Continuous reaching over-head, kneeling, crawling & climbing.
- Continuous exposure to extreme weather, chemicals, and insects.
- Navigate continuously heights & confined areas.

- Frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment & power tools.

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

GROUNDS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Grounds Technician II performs skilled manual and technical grounds maintenance tasks throughout all seasons. The Grounds Technician II is responsible for the care and development of grounds, shrubbery, and plants, as well as the maintenance and repair of irrigation systems. This position also involves routine cleaning and maintenance of equipment, operating trucks and power tools, adhering to landscaping designs, and may require flexibility to assist other trades as needed. This position leads and oversees the daily production of the grounds crew and ensures tasks are completed efficiently.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs manual and technical grounds maintenance tasks, including planting, mulching, fertilizing, watering, mowing, and pruning vegetation.
- Leads grounds crew in the daily operations and ensures tasks are completed safely and efficiently. Uses hand tools such as shovels, rakes, pruning saws, hedge trimmers, and axes to carry out landscaping and maintenance activities.
- Conducts routine inspections and maintenance of irrigation systems to ensure proper functionality and efficiency.
- Follows planned landscaping designs to determine appropriate locations for sod installation, flower planting, and other landscaping tasks.
- Clean works sites upon completion of tasks to ensure a safe and organized environment.
- Maintains and cleans all associated equipment and machinery to ensure optimal performance and longevity.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in grounds maintenance or landscaping.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Pesticide Applicator - State Licensure.
- Commercial Fertilizer Certificate.
- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety procedures and safety equipment relevant to grounds maintenance activities.
- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Continuous reaching over-head, kneeling, crawling & climbing.
- Continuous hearing.
- Continuous exposure to extreme weather, chemicals, and insects.
- Navigate continuously heights & confined areas.
- Frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment & power tools.

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

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

GUEST EXPERIENCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience and Lost & Found, the Guest Experience Manager oversees the Guest Experience team, with direct management of the Volunteer Ambassador Program and the Lost & Found section. This role includes coordinating and supervising the Lost & Found Coordinators, ensuring effective cataloging, inventory management, and audit controls for lost property. Additionally, the Guest Experience Manager is responsible for recruiting and training volunteer ambassadors, staffing the airport's various information kiosks, and maintaining positive relationships with local Visitor and Convention Bureau partners to enhance the overall guest experience.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and develops work standards and guidelines for the Volunteer Ambassador program and the Lost & Found sections.
- Conducts annual and bi-annual audits of Lost and Found property in accordance with authority standard procedures and FL statutes.
- Clarifies and resolves day-to-day issues regarding organizational procedures, practices, programs and projects.
- Represents Guest Experience at meetings, functions, and events within the Authority.
- Serves as a liaison and initial point of contact for other airport volunteer groups, Traveler’s Aid, and the USO.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Five (5) years experience in airport operations, guest relations, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE REPRESENTATIVE

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Guest Experience Representative (GER) plays a vital role in providing exceptional customer service in a community-facing environment at Tampa International Airport. This position assists guests, passengers, and tenants by offering wayfinding, educational support, and information about airport facilities and services. The GER also conducts airport tours, monitors safety systems, and actively engages with the public at various events, ensuring a positive experience for all airport users while promoting the Authority's mission and values.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides direction and assistance to incoming international passengers in the Federal Inspection Station, formulating detailed reports on significant observations for the Aviation Authority staff.
- Follows up on reported operational issues, ensuring timely resolutions and that problems have been corrected effectively.
- Offers information and assistance to airport guests regarding facility usage, available services, local attractions, and flight information.
- Conducts educational walking and bus tours of the airport terminal and airfield for schools, groups, and community organizations, enhancing public knowledge and engagement.
- Monitors escalators, elevators, shuttle cars, and the monorail system for accidents and outages, reporting incidents immediately and taking appropriate action when necessary.
- Responds to emergency situations, taking operational direction from leadership as needed to ensure public safety and effective crisis management.
- Provides VIP tours as necessary, ensuring a personalized and exceptional experience for high-profile guests.
- Represents the Authority at school fairs, festivals, and community events, maintaining a booth or display to provide literature and promotional items.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in customer service.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations, facilities, and community resources to effectively assist passengers and provide accurate information.
- Knowledge of customer service principles and practices, ensuring a high standard of service delivery to all airport users.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing

- Walking & sitting up to 6 hours per day
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Guest Experience Supervisor oversees the day-to-day operations of the Guest Experience Team, managing the planning, scheduling, and coordination of assigned Guest Experience Representatives and contracted Customer Service Representatives. This role is customer and community-facing, ensuring exceptional service delivery to all airport passengers, guests, and tenants. Through effective management and collaboration, the Guest Experience Supervisor plays a crucial role in enhancing the overall passenger experience at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Authority's Tour Program by scheduling and positioning resources to meet the needs of various community groups.
- Conducts onboarding and training for contracted Customer Service Representatives assigned to various airport projects, ensuring they understand their roles and responsibilities.
- Directs resource allocation during emergencies to ensure timely responses and meet customer needs effectively.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Associate's Degree in related field.
- Three (3) years experience in guest relations or customer services.
- One (1) year supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

HORTICULTURE TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Horticulture Technician I aintains the interior greenery, creating a welcoming and aesthetically pleasing environment for passengers and visitors. The Horticulture Technician I is responsible for the design, installation, and maintenance of interior landscaping in the Main Terminal Airsides, Sky Center and RCC. This position also involves collaboration with other departments for events and, setup requests, all aimed at improving the airport's ambiance and addressing operational i

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SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Designs, installs, and performs maintenance of interior landscaping displays throughout the Main Terminal, Airsides, Sky Center and RCC to create an inviting atmosphere.
- Sources and implements floral and plant arrangements that enhance the aesthetic appeal of the airport's interior spaces.
- Estimates materials and determines operational needs for various interior landscaping tasks to ensure timely execution.
- Conducts routine inspections of interior landscaping to assess plant health and overall appearance, making recommendations for improvements as needed.
- Assists with inventory of plants, materials, and supplies necessary for ongoing landscaping projects and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience working in a greenhouse, nursery, or interior landscape.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate required within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of interior landscaping design principles, including plant selection, arrangement, and care techniques to create visually appealing and sustainable environments.
- Knowledge of greenhouse operations, including propagation, irrigation systems, temperature control, and pest management to ensure plant health and vitality.
- Knowledge of plant biology, growth patterns, nutrient requirements, and common issues such as diseases and pests, along with effective problem-solving skills.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Frequent lifting up to 50 lbs or more.

- Very frequent bending and stooping.
- Continuous pushing, pulling & dragging.
- Very frequent reaching over-head, kneeling, crawling & climbing.
- Occasional typing.
- Continuous exposure to chemicals & insects.
- Occasional exposure to excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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

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

HORTICULTURE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Horticulture Technician II manages and maintains the interior greenery, creating a welcoming and aesthetically pleasing environment for passengers and visitors. The Horticulture Technician II is responsible for the design, installation, and management of interior landscaping in the Main Terminal and Airsides, including employee training and scheduling. This position also involves collaboration with other departments for events, material estimation for landscaping tasks, and acting as the main contact for setup requests, all aimed at improving the airport's ambiance and addressing operational issues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Guides team in designing, installing, and managing interior landscaping displays throughout the Main Terminal and Airsides to create an inviting atmosphere.
- Schedules and trains employees involved in interior landscaping and greenhouse operations to ensure high-quality performance.
- Sources and implements floral and plant arrangements that enhance the aesthetic appeal of the airport's interior spaces.
- Estimates materials and determines operational needs for various interior landscaping tasks to ensure timely execution.
- Serves as the primary point of contact for coordinating landscaping and floral setup requests with other airport departments and stakeholders, ensuring seamless operations.
- Conducts routine inspections of interior landscaping to assess plant health and overall appearance, making recommendations for improvements as needed.
- Manages inventory of plants, materials, and supplies necessary for ongoing landscaping projects and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of experience working in a greenhouse, nursery, or interior landscape.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certification required within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of interior landscaping design principles, including plant selection, arrangement, and care techniques to create visually appealing and sustainable environments.
- Knowledge of greenhouse operations, including propagation, irrigation systems, temperature control, and pest management to ensure plant health and vitality.
- Knowledge of plant biology, growth patterns, nutrient requirements, and common issues such as diseases and pests, along with effective problem-solving skills.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending and stooping.
- Continuous pushing, pulling & dragging.
- Very frequent reaching over-head, kneeling, crawling & climbing.
- Occasional typing
- Continuous exposure to chemicals & insects.
- Occasional exposure to excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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HUMAN RESOURCES BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Employee Relations & Talent Acquisition, the Human Resources Business Partner performs general work in key functional areas of Human Resources (HR). This role involves supporting the HR department by processing documents, maintaining personnel records, and responding to employee inquiries while ensuring a high level of customer service. The HR Business Partner is responsible for supporting the full-cycle recruiting process, coordinating employee engagement events, and participating in the development and implementation of HR policies and procedures. Additionally, the position involves data management tasks such as creating reports from the HRIS and ensuring data integrity within the applicant tracking system.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides support to the HR department by processing documents, handling records requests, and maintaining personnel records.
- Triages incoming HR requests, addressing employee questions, and escalating complex issues to the appropriate HR subject matter expert.
- Completes cross-training across all HR disciplines to offer functional overflow support during high-volume periods in benefits, recruiting, and employee relations.
- Participates in the revision, development, and implementation of HR policies, procedures, and forms across all functional areas.
- Assists with employee engagement events to foster a positive workplace culture and enhance employee satisfaction.
- Supports full-cycle recruiting efforts, including job advertising, attending job fairs, facilitating candidate interviews, screening applications, coordinating pre-employment testing, and conducting onboarding for new hires.
- Ensures the accuracy and completeness of data in the applicant tracking system to support recruitment efforts.
- Assists in gathering data for compensation analysis to support equitable pay practices.
- Prepares and revises job classifications to accurately reflect position responsibilities and requirements.
- Assists with wellness initiatives and coordinates related events to promote employee well-being.

- Assists in the coordination and planning of open enrollment, wellness initiatives, and related events.
- Prepares, updates, and maintains documentation related to employee benefits and leave management.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Human Resources, Business Administration, or related field.
- Three (3) years of experience in a Human Resources professional role (HR generalist, HR coordinator, or HR specialist).
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resources principles, practices, and employment law relevant to the employee lifecycle and employee benefits.
- Knowledge of HRIS systems and reporting tools to manage and analyze employee data effectively.
- Knowledge of recruitment processes and best practices, including full-cycle recruiting and candidate assessment.

- Skill in processing documents and maintaining accurate personnel records in compliance with HR policies and regulations.
- Skill in developing and implementing HR policies and procedures to support organizational goals.
- Ability to manage the employment application process, including screening applications and coordinating onboarding activities.
- Ability to work independently with considerable autonomy while collaborating effectively with team members.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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HRIS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the HRIS Analyst serves as the applications owner for the HR systems. The HRIS Analyst is responsible for monitoring, maintaining, and updating these systems to ensure an efficient and accurate production environment for end users. This position also serves as a technical point-of-contact for all assigned functional areas of HR and assists subject matter experts with ensuring data integrity, testing of system changes, report writing, and analyzing data flows for process improvement opportunities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates with leadership and HR staff to identify system improvements and enhancements; recommends and implements solutions.
- Performs system maintenance, including assisting in the review, testing, and implementation of HRMS system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of upgrades or fixes.
- Maintains HRMS system tables. Documents process and results dictated by authority business rules and procedures.
- Provides production support for all HR systems, including researching and resolving HRMS problems, unexpected results, or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet requirements.
- Generates reports/queries, including writing, maintaining, and supporting a variety of reports or queries utilizing appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data.
- Conducts training, including developing user procedures, guidelines, and documentation. Trains clients on new processes/functionality. Trains new system users.
- Maintains awareness of current trends in HRMS with a focus on product and service development, delivery, and support, and applying key technologies. Examines trends in information systems training, materials, and techniques. Through classes, reading, CBTs, or other mechanisms, HR knowledge and knowledge of HRIS application/tools are continuously increased.
- Consults and works collaboratively with IT function to develop and administer plans for HRIS applications.

- Conducts system and data audits, verifies accuracy of new or revised HRIS components, methods, or processes; develops and runs audits to ensure accuracy of data entry.
- Implements business processes that streamline and enhance workflows.
- Analyze business and technical processes to identify opportunities for increased efficiency.
- Serves as main point of contact for HR with Payroll function.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or related field.
- Three (3) years of experience in a Human Resources Professional role, including some experience in the development and administration of an HRIS.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quantitative and qualitative research methods to analyze HR-related data effectively.
- Knowledge of HR laws, regulations, and best practices to ensure compliance in HR systems.
- Skill in providing excellent interpersonal and technical support to users across the organization.

- Skill in organizational and time management, demonstrating the ability to meet deadlines consistently.
- Ability to be proactive and independent, demonstrating problem-solving and process improvement initiative.
- Ability to maintain accurate work-related records and prepare detailed reports for analysis.
- Skill in the use of Microsoft Office Suite and similar software applications for documentation and communication.
- Skill in excellent documentation and presentation to convey information clearly to stakeholders.
- Ability to gather extensive data and have processing skills to support HRIS functions.
- Knowledge of HRMS suites and their interactions/interfaces to optimize system functionality.
- Knowledge of the overall HR business process delivery model to align HRIS initiatives with business goals.
- Ability to quickly learn new applications and technologies, adapting to changing needs and requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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HVAC MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the HVAC Manager ensures the optimal functioning and maintenance of all HVAC equipment, chiller plants, building automation systems, cooling towers, transport pumps, and fire protection piping within the airport facility. The HVAC Manager oversees the HVAC and Plant section activities, managing maintenance contracts and coordinating contractor performance. Additionally, the position involves providing leadership to shift personnel, conducting quality control inspections, and managing administrative and technical support functions to enhance the Work Control System.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Inspects facilities and equipment to determine service needs, required equipment, and personnel/vendor requirements.
- Develops, manages, and coordinates contractor performance on assigned HVAC contracts.
- Creates project schedules, manage resources, and ensures timely completion of HVAC projects.
- Procures specialty maintenance services and develops specifications for equipment and systems.
- Implements and monitors goals and objectives related to HVAC operations and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Maintenance, Business Administration, or related field.
- Four (4) years experience in HVAC system maintenance, installation, and repair, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facility Management Professional credential (FMP) from the International Facility Management Association (IFMA) within 9 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- HVAC Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.

- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

HVAC SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the HVAC Manager, the HVAC Supervisor leads a team focused on the installation, troubleshooting, and repair of industrial HVAC systems. The HVAC Supervisor oversees chiller plant operations and automated building control systems, utilizing expertise in mechanical codes and project inspection to ensure compliance and efficiency. This role combines technical expertise with administrative skills to manage assignments, provide training, and respond to system failures, while also developing maintenance policies to ensure safety and compliance with regulatory standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimates materials, and determines necessary equipment and tools for maintenance tasks.
- Creates drawings or sketches as needed to assist maintenance personnel in performing work assignments effectively.
- Determines, schedules, and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of HVAC assets.
- Develops and implements corrective action plans for any identified issues or deficiencies in HVAC systems.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Facilities Management, Maintenance, Business Administration, or related field.
- Four (4) years of experience in the installation, maintenance, and repair of HVAC systems.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.

- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching over-head.
- Occasional kneeling, crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

HVAC TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the HVAC Supervisor, the HVAC Technician I assists with the installation, maintenance, and repair of HVAC systems and related equipment within buildings and facilities. This role involves working with a range of equipment, including central, wall, and window air conditioning units, exhaust fans, walk-in and chest-type freezers, ice machines, and water coolers. Additionally, the HVAC Technician I assists with drawings and sketches as needed, requisitions and maintains an inventory of replacement parts, and operates various tools and equipment, such as refrigeration gauges and volt/ohm meters.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, maintains, and repairs a variety of refrigeration, air conditioning, and ventilating equipment, including central and window air conditioning units, exhaust fans, freezers, ice machines, and water coolers.
- Troubleshoots mechanical problems and implements appropriate corrective actions to restore system functionality.
- Schedules and performs preventative maintenance on HVAC systems to ensure optimal performance and reliability.
- Prepares technical drawings and sketches as needed for system modifications or installations.
- Operates various tools and equipment, including refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, and welding equipment.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High Scholl Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority courteously and professionally.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

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

HVAC TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a HVAC Supervisor, the HVAC Technician II performs installation, troubleshooting, and repair of industrial HVAC systems withing buildings and facilities. This position involves working with various systems, including chiller plants and automated building control systems. The HVAC Technician II is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, troubleshoots, and repairs various refrigeration, air conditioning, and ventilation equipment, including central and window air conditioning units, exhaust fans, and freezers.
- Conducts routine inspections of HVAC systems to identify potential issues and ensure optimal performance.
- Schedules and performs preventative maintenance on HVAC systems to enhance operational efficiency and extend equipment lifespan.
- Prepares necessary drawings and sketches for installation and repair projects to assist maintenance personnel.
- Operates and utilizes refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, and welding equipment safely and effectively.
- Collaborates with the HVAC Supervisor to estimate materials and equipment needs for upcoming projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the maintenance, repair and installation of HVAC Systems.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified HVAC Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

HVAC TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of the HVAC Supervisor, the HVAC Technician III oversees both skilled and unskilled trades and maintenance personnel engaged in the installation, troubleshooting, and repair of HVAC systems and related equipment within buildings and facilities. This position involves working with chiller plant operations, automated building control systems, and mechanical components. The HVAC Technician III is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads and coordinates the maintenance, repair, and construction of HVAC systems and related equipment within buildings and facilities.
- Plans, schedules, assigns, and reviews work for team members, ensuring efficient workflow and task completion.
- Monitors and inspects work activities to ensure compliance with plans, specifications, codes, and safety standards.
- Plans job layouts and estimates materials, determining necessary equipment and tools for HVAC maintenance tasks.
- Creates drawings or sketches as required to assist maintenance personnel in performing work assignments.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of HVAC assets.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in the installation, maintenance, and repair of HVAC systems.
- Or equivalent combination of education, training, and experience.
- Certified HVAC Technician.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority courteously and professionally.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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INFORMATION SECURITY ANALYST II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of the Information Security Office, the Information Security Analyst II is responsible for supporting key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a solid understanding of current and emerging vulnerabilities and threats in the security industry, as well as key business and technological processes. The Information Security Analyst II performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Incident Response: Assisting in the detection and response to security incidents by following established protocols to mitigate risks and restore security.
- Vulnerability Assessment: Performing routine vulnerability scans and assessments to identify potential weaknesses in the organization's systems and networks.
- Security Audits: Participating in internal and external security audits to ensure compliance with security policies and regulatory requirements.
- Documentation and Reporting: Maintaining detailed documentation of security incidents, findings from audits, and vulnerability assessments, and generating reports for management.
- User Education and Awareness: Assisting in developing and delivering security awareness training for employees to promote best practices in information security.
- Policy Implementation: Helping to implement and enforce security policies, procedures, and guidelines within the organization.
- Must be able to participate in an on-call rotation or be on-call.
- Research and Analysis: Staying up-to-date with the latest security threats, vulnerabilities, and technology trends to inform security practices.
- Collaboration: Working closely with other IT and security team members to enhance the organization's overall security posture.
- Technical Support: Providing support for security tools and technologies, including firewalls, intrusion detection systems, and antivirus software.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree, or equivalent experience
- One (1) years of security knowledge and technical experience in a diverse range of IT systems – specifically with PCI compliance, logging solutions, vulnerability management solutions, Microsoft enterprise technologies, Cisco enterprise technologies, and Redhat Linux technologies, PCI compliance, logging solutions, vulnerability management solutions.
- At least one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, or CompTIA. Or equivalent combination of education, training, and experience.
- ~~Or equivalent combination of education, training, and experience.~~
- Must possess a valid Florida Driver License.
- Must have the ability to pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.

Knowledge

- Fundamentals of Information Security: Understanding core concepts such as confidentiality, integrity, availability, and the principles of risk management.
- Network Security: Basic knowledge of network protocols, firewalls, VPNs, and intrusion detection/prevention systems (IDS/IPS).
- Operating Systems: Familiarity with various operating systems, especially Windows and Linux, including their security features.
- Security Frameworks and Standards: Awareness of standards and frameworks like NIST, ISO 27001, and PCI DSS.
- Threat Landscape: Understanding common threats, vulnerabilities, and attack vectors (e.g., malware, phishing, social engineering).
- Incident Response: Basic principles of incident detection, response, and reporting.
- Compliance and Regulatory Requirements: Knowledge of relevant laws and regulations affecting information security, such as GDPR, HIPAA, etc.

Skills

- Analytical Skills: Ability to analyze security incidents and identify patterns or anomalies in data.
- Technical Proficiency: Familiarity with security tools (e.g., SIEM, antivirus, vulnerability scanners) and basic scripting or programming skills (e.g., Python, Bash).
- Communication Skills: Clear verbal and written communication skills to convey security concepts and incidents to non-technical stakeholders.
- Problem-Solving Skills: Ability to troubleshoot and resolve security issues efficiently.
- Attention to Detail: Meticulousness in analyzing logs and reports to identify potential security threats.

Abilities

- Team Collaboration: Ability to work effectively in a team environment, collaborating with IT and security professionals.
- Continuous Learning: Willingness to stay updated on the latest security trends, threats, and technologies.
- Time Management: Ability to prioritize tasks and manage multiple assignments under tight deadlines.
- Ethical Judgment: Understanding the importance of ethical behavior in handling sensitive information and security matters.
- Adaptability: Ability to adapt to new tools, technologies, and processes in a rapidly changing field.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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INTERNAL AUDIT INTERN

GENERAL DESCRIPTION

Under the general direction of either the Audit Manager, the Internal Audit Intern serves as a key support member to the Internal Audit function at the Authority. The position learns internal audit processes and performs basic audit work under close supervision.

SUPERVISES OTHERS: N/A

FLSA STATUS: N/A

ESSENTIAL FUNCTIONS

- Assists with the performance of attestation and consulting engagements during all phases of planning, fieldwork, and reporting.
- Prepares audit workpapers and memos as well as communicating with departments across the entire organization.
- Coordinates with supervisor and workpaper reviewer for feedback and learning opportunities.
- Performs follow up on audit recommendations for proper and complete implementation.
- Perform small projects and data collection as assigned
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled in an accredited college or university in Accounting, Business administration, or related field.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of Accounting and/or Internal Audit practices.
- Ability to analyze and solve problems.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

IT PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the IT Project Manager is responsible for managing and coordinating both technical and business resources involved in the analysis, development, implementation, and documentation of information systems. This role ensures that requested systems, products, or features are delivered effectively to support business operations. The IT Project Manager prepares detailed project plans and schedules, oversees the establishment of project objectives and requirements, and ensures alignment with business goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the establishment of project objectives and system development requirements to align with business goals.
- Assigns duties and responsibilities to project team members to facilitate effective project execution.
- Provides leadership and technical guidance to project staff, conducting training and mentoring to enhance team capabilities.
- Monitors project team activities to ensure all products and documentation meet departmental standards and quality expectations.
- Develops and implements plans for testing and implementing systems, ensuring desired outcomes are achieved.
- Evaluates project performance through the review of project phase reports and status updates.
- Manages project budgets and resources to ensure effective allocation and utilization throughout the project.
- Conducts post-project evaluations to assess outcomes and identify lessons learned for future projects.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Three (3) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs

- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS ASSOCIATE DESKTOP TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the ITS Associate Desktop Technician is responsible for delivering basic support for hardware, software, and peripheral devices within the Authority. This position involves resolving work problems and tasks related to the Service Desk, desktop support, printers, mobile devices, applications, and network support, typically under close supervision from more senior Information Technology (ITS) staff. The Associate Desktop Technician plays a crucial role in ensuring efficient IT operations and user satisfaction by addressing technical issues promptly and effectively.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assists in the installation, configuration, and maintenance of desktop systems and peripherals to ensure optimal functionality.
- Delivers prompt and efficient technical support to end-users and peers via phone, email, instant messaging, or in person to resolve hardware, software, network connectivity, and system error issues.
- Responds to and resolve technical issues escalated from the Service Desk or other support teams, ensuring effective problem resolution.
- Collaborates with team members to proactively identify recurring issues and implement solutions before they escalate into larger problems.
- Escalates complex or unresolved issues to the appropriate IT teams for further investigation and resolution.
- Conducts user training and orientation sessions to promote new technologies, IT best practices, and enhance end-user productivity.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ITS ASSOCIATE SUPPORT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the ITS Associate Support Specialist is responsible for providing technical support for hardware and software services to the Authority. This role requires the ability to help resolve complex work problems across various areas, including service desk support, desktop and peripheral support, mobile device support, application support, and network support with minimal supervision.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for internal users seeking technical assistance via phone, email, or in-person.
- Performs remote troubleshooting through diagnostic techniques and pertinent questions.
- Determines best course of action to resolve the users issue.
- Escalates unresolved issues to the appropriate IT teams for further investigation and resolution to ensure user satisfaction.
- Follows up and updates user on status of issues.
- Documents all support interactions and resolutions in the IT ticketing system, ensuring thorough and accurate record-keeping for future reference.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.

- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs

- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS CLOUD ARCHITECT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Service Delivery, the ITS Cloud Architect is responsible for designing, implementing, and maintaining cloud and hybrid infrastructure solutions. This role focuses on developing and executing cloud strategies, managing workloads in the cloud, and supporting a hybrid environment that includes both on-premise and cloud workloads. Additionally, the ITS Cloud Architect assists with on-premise responsibilities, including the installation and configuration of systems and troubleshooting hardware and software issues. This position addresses complex technical challenges with minimal supervision.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements cloud strategies for clients, including migration plans, cost optimization strategies, and security best practices.
- Designs, deploys, and manages workloads in public cloud environments such as AWS, Azure, or Google Cloud Platform to meet organizational needs.
- Configures and manages hybrid cloud environments, ensuring seamless integration of on-premise infrastructure and cloud-based resources.
- Ensures the reliability, scalability, and security of cloud-based systems and applications, implementing necessary safeguards.
- Monitors infrastructure performance and troubleshoots issues proactively to maintain optimal system functionality.
- Implements automation tools and scripts to streamline cloud deployment and management processes, enhancing operational efficiency.
- Assists with the troubleshooting, maintenance, and repair of operating systems and applications, providing timely support to users.
- Assists with backup and recovery processes to ensure data integrity and business continuity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of cloud platforms and solutions, hybrid workloads, servers, systems, software, peripherals and storage technology.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Microsoft Certified Solutions Expert (MCSE): Cloud Platform and Infrastructure, CompTIA Network+, CompTIA Cloud+, CompTIA Security+.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge public cloud platforms such as AWS, Azure, or Google Cloud Platform.
- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.

- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS DESKTOP TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the ITS Desktop Technician is responsible for delivering technical support for hardware, software, and peripheral devices within the Authority. This position involves resolving work problems and tasks related to the Service Desk, desktop support, printers, mobile devices, applications, and network support, typically under limited supervision from more senior Information Technology (ITS) staff. The Desktop Technician plays a crucial role in ensuring efficient IT operations and user satisfaction by addressing technical issues promptly and effectively. Additionally, this role may involve participating in limited scope IT project work, providing opportunities for professional development within the IT support team.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs and configures new hardware and software systems to ensure proper setup and functionality.
- Delivers prompt and efficient technical support to end-users and peers via phone, email, instant messaging, or in person to resolve hardware, software, network connectivity, and system error issues.
- Responds to and resolve technical issues escalated from the Service Desk or other support teams, ensuring effective problem resolution.
- Proactively identifies recurring issues and implements solutions before they escalate into larger problems.
- Escalates complex or unresolved issues to the appropriate IT teams for further investigation and resolution.
- Conducts user training and orientation sessions to promote new technologies, IT best practices, and enhance end-user productivity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork;** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- One (1) or more of the following may be required, CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS NETWORK ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of IT Infrastructure, the ITS Network Engineer is responsible for the installation and configuration of switches, routers, firewalls, and associated components to ensure the smooth operation of all Authority network systems. This role handles basic network-related projects independently, addressing advanced work problems and tasks with minimal supervision. Additionally, the ITS Network Engineer serves as the initial escalation point for unresolved issues from lower support tiers, focusing on areas such as switches, routers, firewalls, controllers, and access points.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs basic setup, installation, and configuration of operating systems, including networking hardware and software components.
- Designs, builds, and implements functional network infrastructure, including LAN, WLAN, and WAN to support organizational needs.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assist with troubleshooting, maintenance, and repair of operating systems and applications, ensuring minimal disruption to users.
- Supports backup and recovery processes to protect data integrity and ensure business continuity.
- Assists in evaluating and recommending various software and hardware solutions to meet user needs and enhance operational effectiveness.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS PASSENGER PROCESSING SPECIALIST I

GENERAL DESCRIPTION

Under the general direction of the Passenger Processing Manager, the ITS Passenger Processing Specialist I is an entry-level position that performs technical IT work on various passenger processing applications and innovation projects, managing the complexities of the Common Use and Passenger Processing environment. The ITS Passenger Processing Specialist I provides support for desktop, peripheral, and mobile devices, as well as common-use hardware and software, including E-Gates and self-service kiosks.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides operational and technical support to clients regarding various equipment and passenger processing systems.
- Assists with ongoing maintenance and deployment of new hardware and software throughout the device life cycle.
- Provides on-site service support, installation, and configuration for all relevant devices, including E-Gates and kiosks.
- Acts as an escalation point for the Tier 2 group concerning application or hardware-related inquiries, including Microsoft Office, Windows OS, and Citrix-based solutions.
- Performs imaging of desktop and laptop computers.
- Prepares workstations by setting up and configuring laptops and desktops for end-users.
- Interfaces with hardware vendors to facilitate necessary repairs and installations for equipment.
- Answers Service Desk phone calls to assist clients during non-supported hours, providing essential technical support.
- Supports and maintain user account information, including rights, security settings, and systems group assignments as needed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A minimum of one year of Common Use support experience preferred.
- CompTIA A+ Certification
- CompTIA Network+ Certification
- MCDST - Microsoft Certified Desktop Support Technician

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of desktop support principles and practices, including troubleshooting techniques for hardware and software issues.
- Knowledge of passenger processing applications and systems, particularly E-Gates and self-service kiosks.
- Knowledge of Microsoft Office applications, Windows operating systems, and Citrix-based solutions.
- Knowledge of System Center Configuration Manager (SCCM) being an advantage.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS PASSENGER PROCESSING SPECIALIST II

GENERAL DESCRIPTION

Under the general direction of the Passenger Processing Manager, the ITS Passenger Processing Specialist II is an intermediate-level position that performs technical IT work on various passenger processing applications and innovation projects, managing the complexities of the Common Use and Passenger Processing environment. The ITS Passenger Processing Specialist II provides support for desktop, peripheral, and mobile devices, as well as common-use hardware and software, including E-Gates and self-service kiosks.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides operational and technical support to clients regarding various equipment and passenger processing systems to ensure smooth operations.
- Manages the ongoing maintenance and deployment of new hardware and software throughout the device lifecycle to ensure up-to-date technology.
- Provides on-site service support, installation, and configuration for all relevant devices, including E-Gates and self-service kiosks, ensuring proper functionality.
- Acts as an escalation point for the Tier 2 support group regarding application or hardware-related inquiries, including Microsoft Office, Windows OS, and Citrix-based solutions.
- Performs imaging of desktop and laptop computers.
- Prepares workstations by setting up and configuring laptops and desktops for end-users, ensuring they are ready for immediate use.
- Interfaces with hardware vendors to facilitate necessary repairs and installations for equipment, ensuring minimal disruption to operations.
- Answers Service Desk phone calls to assist clients during non-supported hours, providing essential technical support as needed.
- Supports and maintains user account information, including rights, security settings, and systems group assignments, to ensure appropriate access control.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A minimum of one year of Common Use support experience preferred.
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of desktop support principles and practices, including troubleshooting techniques for hardware and software issues.
- Knowledge of passenger processing applications and systems, particularly E-Gates and self-service kiosks.
- Knowledge of Microsoft Office applications, Windows operating systems, and Citrix-based solutions.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS SUPPORT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the ITS Support Specialist provides technical support for hardware and software services to the Authority. This position is tasked with supporting the resolution of basic incidents and requests under close supervision in one or more of the following areas: service desk support, desktop and peripheral support, mobile device support, application support, airline common use hardware and software support, and network support.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for internal users over the phone, email, or in-person.
- Provides prompt technical support to end-users and peers via phone, email, instant messaging, or in person while handling all communications efficiently and professionally.
- Provides timely and accurate resolutions, including troubleshooting hardware and software issues, network connectivity problems, and system errors.
- Documents all support interactions and resolutions in the ITS ticketing system, ensuring thorough and accurate record-keeping.
- Escalates unresolved issues to the appropriate ITS teams for further investigation and resolution.
- Collaborates with ITS colleagues to identify recurring issues and implement proactive solutions to prevent future incidents.
- Documents learned knowledge and resolved issues by writing and maintaining knowledge base articles to support knowledge sharing and continuous improvement within the team.
- Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.
- Delivers occasional department presentations to various audiences.
- Provides backup and support to other ITS teams as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The Authority reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic technical skills related to hardware, software, and peripheral devices which includes operating systems, applications, network technologies, and security concepts.
- Knowledge of organization and time management techniques to manage multiple tasks and prioritize effectively in a dynamic work environment.
- Knowledge of the ITIL framework and its relevance to IT service management and operations.
- Ability to collect, organize, and analyze data while employing critical thinking skills to distinguish relevant information and make logical decisions.
- Knowledge of departmental disciplines such as desktop support, mobile device management, server administration, security, audio-visual technology, or networking.

- Skill in applying new technologies, soft skills, and updated procedures to enhance performance and service delivery.
- Ability to understand and follow specific instructions, priorities, policies, and procedures for effective task execution.
- Knowledge of vulnerability identification, remediation techniques and applications relevant to IT security.
- Ability to troubleshoot supported Windows operating systems effectively.
- Knowledge and skill in troubleshooting Microsoft Office products and software installations.
- Ability to engage in creative and original thinking to solve problems and enhance processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS SYSTEM ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Service Delivery, the ITS System Administrator is responsible for performing professional information technology tasks, including installing and configuring systems, server hardware, and software, as well as maintaining and repairing various system-related issues. This position is expected to engage in IT technical work on server and system-related projects of limited scope and complexity while supporting the resolution of basic to intermediate work problems under close supervision.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs basic setup, installation, and configuration of operating systems, including hardware and software components.
- Creates and manages user directories and files on server platforms to ensure organized and secure access.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assists with troubleshooting, maintenance, and repair of operating systems and applications to ensure minimal disruption for users.
- Assists with backup and recovery processes to protect data integrity and ensure business continuity.
- Participates in the evaluation and recommendation of various software and hardware solutions to meet user needs and enhance operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate support of servers, systems, software, peripherals and storage technology.
- CompTIA A+, CompTIA Network+ or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Windows Server environments, server virtualization technologies, and backup and restore technologies and products.
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ITS SYSTEMS ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Services Delivery, the ITS Systems Engineer is responsible for installing and configuring systems, server hardware, and software, as well as maintaining and repairing various hardware and software issues. This position provides technical support for advanced server and system services that serve the Authority and work independently to resolve problems in areas such as servers, systems, storage, software, and peripherals. Additionally, the ITS Systems Engineer serves as an escalation point for issues that cannot be resolved by lower-tier support staff, ensuring effective problem resolution and operational efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides technical support for server hardware and software services for the Authority.
- Performs basic setup, installation, and configuration of operating systems, including both hardware and software components.
- Creates and manages user directories and files on server platforms to ensure organized and secure access.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assists with troubleshooting, maintenance, and repair of operating systems and applications, ensuring minimal disruption to users.
- Assists with backup and recovery processes to protect organizational data and ensure business continuity.
- Assists in evaluating and recommending various software and hardware solutions to meet user needs and enhance operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate support of servers, systems, software, peripherals and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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JUNIOR INFORMATION SECURITY ANALYST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Information Security Office, the Junior Information Security Analyst is responsible for supporting key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a solid understanding of current and emerging vulnerabilities and threats in the security industry, as well as key business and technological processes. The Junior Information Security Analyst performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist in establishing a mature and optimized Security Operations Center discipline to support managed security services.
- Identifies and remediates infrastructure and application vulnerabilities discovered during continuous scanning and regular penetration testing exercises and assist with risk prioritization.
- Analyzes and responds to security threats from various sources, including Firewall (FW), Antivirus (AV), Endpoint Detection and Response (EDR), Network Detection and Response (NDR), Email Security, and Cloud Security.
- Provides timely responses to clients with thorough and concise analysis and recommended actions regarding security threats.
- Conducts scanning and monitoring activities to provide in-depth visibility into potential known and unknown vulnerabilities and threats.
- Utilizes analytics tools to identify potential vulnerabilities and threats to the organization's environment.
- Detects, responds to, mitigates, and reports on cyber threats or incidents that may impact the organization's environment.
- Acts as an internal information security consultant to business and technology units, advising on risks, threats, and control practices related to Security Operations Center (SOC) assurance and response.
- Assists in the tuning of security consoles to optimize the performance and accuracy of alerts and monitoring.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree.
- Three (3) years of security knowledge and technical experience in a diverse range of IT systems – specifically with PCI compliance, logging solutions, vulnerability management solutions, Microsoft enterprise technologies, Cisco enterprise technologies, and Redhat Linux technologies, PCI compliance, logging solutions, vulnerability management solutions.
- At least one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, or CompTIA. Or equivalent combination of education, training, and experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the roles and responsibilities within a Security Operations Center (SOC), Vulnerability Management, Security Information Event Management, Threat Hunting, or Threat Intelligence teams, demonstrating a desire for long-term growth in these areas.
- Ability to analyze security issues and develop effective solutions to complex problems.
- Ability to manage multiple tasks efficiently and prioritize work in a fast-paced environment.
- Skill with Vulnerability Management technologies to identify and remediate security risks.
- Skill with Security Information Event Management (SIEM) technologies to monitor and analyze security events.
- Skill with TCP/IP networking concepts, understanding how data flows across networks.
- Knowledge of routing and access control devices to secure network infrastructure.
- Skill with various operating systems, including Linux, Windows, iOS, and network operating systems, to support diverse environments.
- Skill with Endpoint and Network Detection and Response technologies to detect and respond to threats.
- Knowledge of cloud security configuration best practices to ensure secure cloud environments.
- Ability to conduct research on emerging threats and vulnerabilities to enhance the organization's security posture.
- Skill in documenting incidents, findings, and responses to ensure clear communication and reporting.
- Ability to work independently and as part of a team, contributing to a collaborative security environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD CREDENTIALS SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Credentialing & Access Control Compliance Manager, the Lead Credentials Specialist completes various complex administrative duties relating to credentialing all Authority personnel and vendors/tenant. This role manages confidential correspondence while supporting the Credentialing and Access Control Compliance Manager. The Lead Credentials Specialist provides technical oversight to the Airport Credentials Specialist and serve as a knowledge resource to the team.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs various complex administrative and confidential functions and duties supporting the Credentialing and Access Control Compliance Manager.
- Assist in adjudicating all ID media applicants' Criminal History Records Check (CHRC) issued from the Federal Bureau of Investigations (FBI) to ensure the applicant's CHRC does not contain disqualifying information.
- Assist Aviation Authority staff and Tenant requests for Customer Border Protection approval to the Federal Inspection Services area of TPA.
- Exercises technical oversight and acts as the team lead of their respective area.
- Schedules, coordinates, and prepares meetings, meeting materials/handouts, appointments and conferences for the purposes of airport credentialing.
- Reviews and distributes detailed incoming and outgoing mail, electronic mail, correspondence, and statements for the department managers.
- Answers all questions relating to the badging and credentialing process, which includes handling sensitive security information, personally identifiable information and confidential records or information.
- Researches and responds to requests for information and assistance and determines priority status and refers to department manager, senior department manager, or other professional staff, as needed.
- Maintains accurate records of credentialing activities and ensure compliance with relevant regulations and policies.
- Assists in the development and implementation of credentialing procedures and best practices to enhance operational efficiency.

- Conducts periodic audits of credentialing records to ensure accuracy and compliance with established standards.
- Provides training and guidance to staff on credentialing policies and procedures to ensure understanding and compliance.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Four (4) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.

- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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LEAD IT PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Lead IT Project Manager is responsible for leading and coordinating technical professional resources involved in the analysis, development, coordination, implementation, and documentation of new or existing information systems. This role is critical in ensuring that effective systems controls are established to support business operations and enhance overall efficiency. The Lead IT Project Manager oversees complex project timelines, resource allocation, and budgets while facilitating effective communication among stakeholders to ensure that project objectives are met and aligned with organizational goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Oversees the formulation of project objectives and system development requirements to align with organizational goals.
- Participates directly in project development as needed, contributing technical expertise and leadership.
- Provides technical guidance and assistance to project staff to ensure the successful execution of projects.
- Monitors activities performed by project staff, ensuring that all products and documentation meet departmental standards.
- Analyzes methods of obtaining and presenting information, reviewing and evaluating alternative sources to enhance project outcomes.
- Prepares detailed specifications for information systems to guide development and implementation processes.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships.
- Develops plans for testing and implementing systems, monitoring these processes to ensure desired results are achieved.
- Facilitates work processes for staff, including projects, tasks, and resources, utilizing various methodologies such as Waterfall, Agile, and SCRUM.

- Identifies and manages project risks, implementing mitigation strategies to minimize impact on timelines and deliverables.
- Lead post-project evaluations and lessons learned sessions to improve future project planning and execution practices.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Business Management or directly related field.
- Five (5) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Project Management Professional (PMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- E-Business Suite sofware and technology related project management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of strong leadership principles, team-building techniques, employee engagement strategies, and consensus-building.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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LEAD ITS NETWORK ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of IT Infrastructure, the Lead ITS Network Engineer is responsible for overseeing and directing the IT resources involved in the installation and configuration of switches, routers, firewalls, and associated components, ensuring optimal performance and reliability of all Authority network systems. This leadership role serves as the primary authority for the planning, design, maintenance, and comprehensive monitoring of the network infrastructure, driving initiatives that align with organizational goals and industry best practices. The Lead ITS Network Engineer will independently lead high-impact network projects, fostering collaboration and innovation within the team.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Offers expert guidance and advanced technical support for networking hardware and software services across the Authority, influencing the direction of network technologies and practices.
- Designs, builds, and implements comprehensive network infrastructure solutions, including LAN, WLAN, and WAN, to meet the evolving needs of the organization while ensuring scalability and resilience.
- Establishes and maintains protocols for the continuous availability of all data network services, leading proactive performance monitoring initiatives and swiftly addressing issues to minimize downtime.
- Mentors, trains, and develops the network operations team, fostering an environment of knowledge sharing and best practices in installation, configuration, and maintenance to elevate team capabilities and performance**.**
- Oversees the troubleshooting, maintenance, and repair of the network infrastructure, ensuring high levels of reliability and performance while implementing best practices for incident response.
- Proactively investigates and addresses network capacity-related issues, leading initiatives to optimize resource utilization and enhance overall network efficiency and performance.

- Conducts comprehensive evaluations of various network infrastructure solutions, providing strategic recommendations to meet organizational needs and enhance operational effectiveness while also assessing the potential impact of emerging technologies.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD ITS SYSTEMS ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Services Delivery, the Lead ITS Systems Engineer is responsible for overseeing the strategic design, implementation, and continuous improvement of advanced systems, server hardware, and software solutions. This position provides expert-level technical guidance for mission-critical server and system services, proactively identifying and resolving complex issues that impact the organization's infrastructure. The Lead ITS Systems Engineer plays a vital role in developing and mentoring technical teams, serving as the primary escalation point for intricate challenges and ensuring swift, effective resolutions. Furthermore, this role engages with senior leadership and cross-functional teams to define and implement best practices, enhancing operational efficiency and aligning technology initiatives with broader organizational goals.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strategic oversight and expert-level technical guidance for advanced server hardware and software services across the Authority, ensuring optimal performance, reliability, and alignment with organizational goals.
- Champions the design, implementation, and continuous improvement of operating systems and associated hardware and software components, establishing best practices and frameworks for system architecture.
- Develops and enforces policies for user directory management and permissions on server platforms, ensuring organized, secure access that complies with regulatory and organizational standards.
- Proactively monitors, diagnoses, and resolves complex operating system challenges, leveraging innovative troubleshooting methodologies to enhance system performance and reliability.
- Directs and mentors teams in troubleshooting, maintaining, and repairing operating systems and applications, ensuring minimal disruption and an exceptional user experience across the organization.
- Leads the development and implementation of comprehensive backup and recovery strategies to protect organizational data, ensuring business continuity and resilience against disruptions.

- Conducts thorough evaluations and makes strategic recommendations for advanced software and hardware solutions to address user needs, drive operational efficiency, and support the organization's long-term technological vision.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of servers, systems, software, peripherals and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.

- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEADERSHIP AND EMPLOYEE DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Leadership & Employee Development, the Leadership & Employee Development Manager plays a vital role in enhancing the organization's retention, growth, and succession strategies. The Leadership & Employee Development Manager utilizes their functional expertise and strategic thinking abilities to build and sustain an unparalleled development program. The manager will actively promote the organization's values by incorporating them into all learning and development programs, fostering a culture of continuous improvement and empowerment for individual leaders and their teams.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Designs, develops, implements, and maintains the organization’s annual performance appraisal system, leadership and employee development program, and effective succession planning initiatives.
- Makes process and system enhancements recommendations to ensure an effective performance management program.
- Oversees the creation of e-learning courses, career plans, workshops, and other training modalities to support employee development.
- Collaborates with other departments to develop a functional and engaging content library as a core learning resource.
- Provides departmental coaching to promote and sustain a positive organizational culture.
- Works closely with other Human Resources (HR) professionals to understand the employee life cycle and recommend process improvements.
- Develops and empowers individual leaders to cultivate their teams and future leaders.
- Conducts follow-up studies on completed training programs to evaluate and measure their effectiveness.
- Advocates for the organization’s values and creatively incorporate them into all learning and development initiatives.
- Stays informed about multi-industry trends to position the organization as a benchmark for training excellence.
- Consults with HR department leadership on annual budgeting related to training and development.

- Analyzes training feedback and performance data to continuously improve learning programs.
- Fosters an environment of continuous learning and improvement across the organization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Capital, Industrial or Organizational Psychology, Training, Development, or related educational track.
- Four (4) years of experience Implementing, utilizing, and maintaining learning management and performance management technology.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Suite and other training and development platforms.
- Knowledge of adult learning principles, training methodologies, and development strategies to enhance employee skills and capabilities.

- Knowledge of HR principles, practices, and trends, particularly in leadership development, employee engagement, and succession planning.
- Knowledge of performance measurement systems and goal-setting processes to enhance individual and team performance.
- Knowledge of organizational development theories, strategies, and best practices to drive positive organizational change and growth.
- Knowledge of change management principles, enabling effective navigation and leadership through organizational transitions.
- Knowledge of leadership theories and the ability to inspire, motivate teams, and foster a positive work environment.
- Skill in planning, executing, and evaluating organizational development initiatives, including budgeting and resource allocation.
- Skills in analyzing and problem-solving, with the ability to identify issues, analyze data, and implement innovative solutions.
- Ability to use learning management systems and other technology tools relevant to training and development.
- Ability to command respect and positively influence others, exhibiting leadership presence within the organization.
- Ability to work effectively in a diverse and inclusive environment, demonstrating awareness and sensitivity to cultural differences.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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LEGAL INTERN

GENERAL DESCRIPTION

Under the general direction of an Assistant General Counsel, the Legal Intern assists the legal team in various tasks related to legal research, document preparation, and case management. The intern conducts research on legal issues, drafts memos and briefs, and helps organize case files while adhering to confidentiality and ethical standards. Additionally, the Legal Intern participates in team meetings, gaining insights into legal practices and procedures while developing essential skills for their future career in law.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with legal research on various topics and issues to support ongoing cases and projects.
- Drafts and prepares legal documents, memos, and correspondence under the guidance of supervising attorneys.
- Organizes and maintains case files, ensuring all documents are accurately filed and easily accessible.
- Attends team meetings and takes notes, summarizing key discussions and action items for follow-up.
- Reviews and summarizes legal materials, including contracts, briefs, and other documentation.
- Supports the legal team in preparing for hearings, depositions, or meetings by compiling relevant information and materials.
- Assists with administrative tasks, such as scheduling meetings and managing calendars for legal staff.
- Participates in training sessions and workshops to enhance legal knowledge and skills.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled in an accredited college or university in Law, Public or Business Administration, or a related field.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proficient in using Windows and Microsoft Office Software (Word, Excel, Projects, and Outlook).

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of laws relevant to aviation operations.
- Knowledge of professional standards and practices to demonstrate a positive and professional image in all interactions.
- Knowledge of Microsoft Office Suite (Word, Excel, Projects, and Outlook).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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LOST AND FOUND PROPERTY CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Lost and Found Property Control Coordinator is responsible for the efficient handling, cataloging, and return of lost items to their rightful owners at the Authority. This position requires a detail-oriented individual who can effectively coordinate with various airport departments and utilize technology for tracking lost items. The Coordinator also provides exceptional customer service, ensuring that passengers are kept informed throughout the retrieval process while maintaining compliance with airport and airline policies regarding lost and found operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Receives, documents, and categorizes lost items promptly, ensuring accurate records are maintained for each item that enters the lost and found department.
- Utilizes database systems to track and log lost items, maintaining an organized inventory that allows for efficient retrieval and matching with reported lost items.
- Liaises with airport staff, security, airlines, and passengers to facilitate the return of lost items.
- Provides exceptional customer service by responding promptly to inquiries and keeping individuals informed throughout the retrieval process.
- Generates reports detailing the status of lost items, trends in lost property, and any improvements needed in the lost and found process.
- Ensures compliance with airport and airline policies regarding the handling, storage, and disposal of lost items.
- Follows established procedures for the safekeeping and eventual disposal of unclaimed items.
- Works closely with airport authorities, security personnel, and relevant departments to enhance the efficiency of lost and found operations.
- Identifies areas for process enhancement, suggest improvements, and implement best practices to streamline the lost and found procedures.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in customer service and/ or inventory management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules governing the Lost and Found area to ensure compliance and effective operations.
- Knowledge of data management techniques and inventory control, enabling accurate tracking and cataloging of lost items.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Pushing, pulling and/or dragging, bending, stooping & reaching overhead

- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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MAINTENANCE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Maintenance Project Manager manages both complex, large-scale capital projects and smaller maintenance refurbishment initiatives. This position coordinates project scopes, schedules, and resources while providing high-level technical support throughout all project phases, including design planning and construction oversight. The Maintenance Project Manager also manages contracts, ensures regulatory compliance, and monitors budgets. Additionally, the position involves collaboration with various departments and stakeholders, problem-solving to address operational challenges, and analyzing utility data to support sustainability initiatives and enhance operational efficiencies.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project schedules and allocate resources effectively to meet deadlines.
- Implements best practices in project management to improve processes and outcomes.
- Provides high-level technical support throughout all project phases, including design planning, construction oversight, and closeout.
- Prepares contract drafts, requests for proposals, and related documentation for projects.
- Ensures compliance with Authority Construction Program requirements, regulations, and procedures.
- Identifies and resolves project management, administrative, and operational issues to maintain project flow.
- Analyzes utility costs and consumption data to forecast budgets and enhance operational efficiencies.
- Conducts regular project status meetings to communicate updates and address concerns with stakeholders.
- Trains and mentors junior staff or project team members as needed.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Engineering, Construction Management, or related field.
- Three (3) years experience in project management, construction management, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management theory, techniques, and tools.
- Knowledge of mechanical and electrical systems related to central energy plants and large commercial facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking and sitting up to 6 hours per day.
- Occasional bending & stooping.
- Continuous typing.
- Continuous use of car/ light truck.

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

MARKETING COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Digital Marketing & Strategy, the Marketing Coordinator is responsible for providing daily support for various marketing initiatives and managing community events, including participation in outreach events and parades as well as the procurement of promotional items. This role oversees the purchasing process for promotional materials, managing inventory, and coordinating logistics for marketing-funded events. The coordinator also assists with advertising campaigns and marketing projects, ensuring alignment with brand standards and budget constraints, while fostering strong relationships with vendors and stakeholders to enhance the Authority's community presence.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Manages all aspects of the purchasing process for promotional items for the Authority, including tracking inventory, processing requests, and maintaining internal client and vendor relationships.
- Coordinates the gathering of quotes and samples for promotional items, ensuring all creative materials meet brand standards before procurement.
- Oversees the distribution of promotional items, ensuring that all purchases and forecasts stay within established budget limits.
- Organizes and manages marketing-funded community events, such as parades, pride events, and festivals, to achieve strategic marketing strategies via community engagement.
- Coordinates logistics for large on-site events, ensuring smooth execution and participant satisfaction.
- Assists with marketing initiatives and advertising campaigns by producing on-site signage, managing sweepstakes, placing purchase orders and handling invoices, and coordinating execution of campaigns.
- Responds to inquiries and provides assistance to staff and the public regarding marketing initiatives, promotional items, and community events.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience providing administrative support, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of purchasing processes and inventory management related to promotional items, ensuring compliance with organizational standards.
- Knowledge of marketing principles and practices, particularly in relation to community engagement and promotional strategies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day

- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck.

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MARKETING EVENTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs and Partnerships , the Marketing Events Manager is responsible for overseeing the planning, coordination, and supervision of marketing-related events and initiatives. This role involves managing a cross-departmental team of administrative, technical, and clerical staff as well as vendors to ensure successful execution of programs and services that enhance the Authority's community engagement and brand visibility. The Marketing Events Manager develops and implements strategies to meet organizational goals, allocate resources effectively, and ensure compliance with relevant policies and standards while fostering a collaborative environment within the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive events strategy to promote the Authority's services and facilities.
- Plans and executes events of all sizes, promotional activities and community outreach programs for the Authority.
- Manages the day-to-day operations of events for the Marketing & Communications team as well as for other Authority departments as needed, coordinating and administering assigned programs and resources effectively.
- Manages meetings and events from conception to execution, ensuring all aspects are running smoothly.
- Researches and contracts with appropriate vendors, assures Risk Management compliance, coordinates logistics, and processes payments.
- Plans, schedules and manages in-terminal entertainment in keeping with established budgets.
- Manages installation of holiday decorations at TPA, including oversight of contract and vendor.
- Monitors the budget for Marketing events, ensuring effective control of expenses and alignment with financial goals.
- Coordinates with other departments and external agencies to ensure efficient communication and service delivery for events.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Events Management, or related field.
- Three (3) years experience managing and/or planning events, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of marketing principles and practices, particularly in relation to community engagement and promotional strategies.
- Knowledge of procurement processes related to promotional items, including vendor management and contract compliance.
- Knowledge of community relations and outreach strategies to promote the Authority's initiatives and enhance public engagement.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MARKETING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs & Partnerships, the Marketing Manager is responsible for maintaining well-organized, efficient, and effective project and program management. The role focuses on understanding and executing effective strategies in marketing art, and community engagement. Collaborating closely with diverse community partners and airport departments throughout the Authority, the Marketing Manager oversees several significant ongoing projects, while simultaneously completing other assignments.

Ability to work in dynamic environments with varying schedules and shifts including occasional nights and weekends as needed.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the Call for Artists process, selection, installation, and maintenance of public art by collaborating with the Public Art Selection Committee, Planning & Development, Procurement, Legal, and Operations departments.
- Oversees the Authority's rotating art exhibit program, evaluating opportunities and value to the community, TPA patrons and employees. Negotiates, curates and installs temporary exhibits that align with the airport's policies and strategic objectives in order to build positive relationships with the art community and provide a variety of opportunities for the traveling public to engage in artistic excellence while simultaneously enhancing the Airport environment.
- Assists with identifying and negotiating in-kind sponsorship agreements with community entitiesto enhance the airport's community engagement efforts by showcasing community events, cultural or sporting event or programs important to the Tampa Bay region and then activating community awareness programs throughout the Airport.
- Coordinates the planning and execution of the Authority's annual "5K on the Runway" community outreach and fundraising event for United Way Suncoast, ensuring all logistics and marketing efforts are managed effectively.
- Coordinates the planning and execution of the Authority's annual Employee Giving Campaign, ensuring all logistics and marketing efforts are managed effectively. Serves as the primary contact for United Way Suncoast.

- Assists in creating and implementing marketing strategies based on the Authority's goals and community engagement initiatives. Identifies and manages other Marketing Department projects as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Marketing, Communications, Public Relations, Art, or related field.
- Three (3) years of experience in marketing, project management or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience buying or selling media.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project or program management principles and best practices, particularly as they relate to marketing initiatives and community engagement.

- Knowledge of the principles of marketing, branding, and public relations, with a strong orientation towards enhancing customer experiences.
- Knowledge of public art programs and appreciation for artistic initiatives, enabling effective management of related projects and collaborations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MARKETING MEDIA PRODUCER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy & User Experience, the Marketing Media Producer serves as a key member of the Authority's Design Studio, responsible for delivering high-quality photographic, video production, and audio/visual support services to a diverse range of internal and external clients. This position uses technical expertise and creative sensibility to develop visually compelling media that enhances the Authority's brand. The Marketing Media Producer manages all aspects of media production, from concept and scripting to filming, editing, and final presentation, while ensuring alignment with the HCAA branding standards and objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes the complete production process for training, promotional, and other videos, from scripting and video capture to final editing and presentation.
- Captures, edits, and converts digital photographs and recordings, ensuring proper export formats for various mediums, including print, social media, and web platforms.
- Builds and maintains an organized image and video library, managing its content for easy access and retrieval by stakeholders.
- Works closely with the Marketing & Communications and Design Studio teams to successfully complete multi-level projects that align with departmental goals.
- Provides creative and technical support for staff and community events, including video capture, photography, and audio/visual setup and troubleshooting.
- Performs minor repairs and routine maintenance on production equipment to ensure optimal functionality.
- Makes purchasing recommendations for new equipment and supplies to enhance production capabilities and efficiency.
- Reviews and approves onsite video and photography requests from external entities, ensuring alignment with brand standards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Marketing, Media Production, Photography, or related field.
- Three (3) years experience in design, videography, video editing, and photography, including workflow, equipment, creative techniques, technical expertise and delivery formats.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of photographic and video production techniques, including familiarity with different formats for print, social media, and web placement.
- Knowledge of audio/visual equipment and software used in the production and editing processes to ensure high-quality outputs.
- Knowledge of current trends in videography and photography, enabling the application of innovative techniques and ideas in marketing initiatives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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MATERIALS MANAGEMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Non-Capital Programs and Materials Management, the Materials Management Manager is responsible for overseeing administrative and warehouse duties related to property and inventory control of organizational assets. The manager has a deep understanding of warehouse and inventory principles, including Supply Chain Management (SCM), along with proficiency in relevant software applications for inventory management and tracking. The Materials Management Manager is expected to multitask efficiently, prioritize effectively, and contribute to a collaborative work environment to achieve organizational goals.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements effective SCM strategies and practices to optimize resources.
- Oversees inventory control and maintains the security of the inventory located in Authority Warehouses
- Oversees the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.
- Keep inventory control systems up to date and plan future warehouse capacity requirements.
- Oversees the Authority's Fuel Management System, including monthly reporting, and issues.
- Oversees the attic stock program.
- Oversee the receiving and disposal of surplus stock, including the preparation of Board Documents.
- Oversee Materials Management Key Performance Indicators (KPIs), including Days to Replenish and Daily Receipts.
- Responsible for titling, registration and signing for all Fleet vehicles and trailers on behalf of the Authority.
- Prepares clear and concise reports, emails, and presentations to inform and update relevant parties.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Four (4) years experience warehousing, procurement, SCM, and/or property control.
- or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Forklift Certified.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of supplier management practices to optimize resources and enhance procurement efficiency.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing.
- Occasional use of car/light truck
- Continuous computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

OPERATIONS PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Operations Projects Manager is responsible for leading the development, implementation, and continuous improvement of operational standards across airfield and terminal environments. This role ensures regulatory compliance, enhances operational efficiency, and drives forward-thinking initiatives that elevate the overall passenger experience. The position bridges compliance with innovation, working closely with Airfield, Terminal, Guest Experience, the Airport Operations Center, Safety, and the Security Operations teams to deliver safe, secure, efficient, and customer-centric airport operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Compiles monthly, annual and special reports for strategic plans, special operation plans, KPIs (tracking metrics), organizational flight plans, and department driven initiatives.
- Identifies areas for improvement in departmental processes and recommending solutions to enhance efficiency and effectiveness.
- Standardizes and maintains up-to-date standard operating procedures (SOPs or Operational Guides), manuals, and compliance documentation across the Operations Department.
- Ensures all Job Qualification Requirements (JQR) training curriculum, materials, and records are consistent throughout the department.
- Intensifies operational improvement initiatives leveraging technology, data analytics, and industry best practices.
- Provides Continuity of Operations (CONOPS) and Operational Readiness, Activation, and Transition (ORAT) programs following major construction projects, new equipment installation, and new software integration.
- Develops and lead training courses within Operations.
- Ensures records, reports, operations standards and procedures are updated and accurate.
- Collaborates with the Airport Police and Security Operations team for TSA security requirements specific to Operations and CFR Part 1542, and other applicable federal, state, and local policies.
- Leads operational improvement initiatives leveraging technology, data analytics, and industry best practices.
- Researches, pilots, and implements innovative solutions to enhance operational efficiency and resiliency.

- Facilitates cross-functional workshops to drive problem-solving and collaborative innovation.
- Represents the Operations Department for technical committees, research initiatives, development projects, and cross-functional working groups.
- Conducts audits of airfield inspections, records, and training materials.
- Liaise with regulatory agencies during inspections, audits, and incident investigations; follow up on findings and corrective action plans.
- Supports sustainability initiatives related to airport operations (e.g., energy-efficient systems, green operations policies).
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

-

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation Management Airport Operations, Transportation, Engineering, or related field.
- Five (5) years experience in airport operations, aviation management or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

Preferred Quals

- Master's degree preferred
- AAAE accreditation (CM, ACE, or AAE) or equivalent certification.
- Experience with airside and landside operations at a large-hub airport.
- Familiarity with airport operations dispatch roles and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety standards and practices, with the ability to conduct regular safety audits, inspections, and assessments to enhance safety protocols.
- Knowledge of FAA Part 139, TSA 1542.
- Ability to identify issues, analyze data, and implement innovative solutions.
- Skill and ability working in large, complex organizations, such as airport environments or governmental agencies, developing and implementing changes.
- Organizational, leadership, and project management skills.
- Ability to implement operational improvements and lead cross-functional teams.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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PAYROLL OPERATIONS FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Payroll Operations Finance Manager oversees payroll for the Authority while interpreting and communicating relevant regulations and procedures. The role represents the Authority's payroll section at various meetings, ensuring effective liaison with external agencies and internal departments to maintain compliance with federal and state regulations. The manager is responsible for formulating and implementing system solutions to enhance payroll efficiency, establishing administrative policies, and maintaining accurate payroll general ledger accounts and historical records. Additionally, they coordinate with various stakeholders to provide solutions and resolve conflicts, ensuring smooth operational processes.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and administers the payroll process for the Authority.
- Researches and advises Finance, Human Resources and senior management on legal payroll compliance issues.
- Interprets and communicates applicable regulations, requirements, and procedures; represents the Authority and the payroll section at meetings, functions, and events.
- Maintains compliance with rules and regulations with federal and state agencies. Acts as a liaison to coordinate with external agencies and departments within the Authority to ensure efficient communication and services.
- Formulates, implements, and maintains complex system solutions and procedures to improve the operational efficiency and effectiveness of the payroll process.
- Establishes and maintains payroll general ledger accounts through analysis and reconciliation.
- Maintain historical payroll records for the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Four (4) years experience in accounting, finance or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in public sector payroll processing, taxation and reporting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers Compensation laws.

- Knowledge of accounting principles, particularly as they relate to payroll and financial reporting.
- Knowledge of payroll software and systems (e.g., ADP, Paychex, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism**.**

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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PLANNING & DEVELOPMENT INTERN

GENERAL DESCRIPTION

Under the general direction of the BIM/CAD Manager, the Planning & Development Intern is responsible for supporting the Authority's development of the utility atlas. These duties include digitizing Geographic Information System (GIS) maps, entering metadata to feature layers, and verifying the location and accuracy of utilities in maps using ArcGIS Pro and/or ArcGIS online software. The intern performs tasks such as digitalization of points, lines and polygons, and entering construction document information into GIS feature layers, overlaying construction documents and GIS data for the location of features assessment, etc.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Works with the Computer-Aided Design (CAD) and GIS team.
- Supports CAD-GIS duties related to the development of the utilities atlas.
- Reads construction documents and extract information to feature layers.
- QA/QC utilities disciplines.
- Works with diverse staff in working groups focused on CAD and GIS.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.

- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Currently enrolled in an accredited college or university environmental sciences (GIS), engineering architecture (CAD), or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE CAPTAIN

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety & Security, the Police Captain is responsible for directing and supervising the operational activities of the Public Safety and Security Department. This position oversees a team of police officers, ensuring compliance with federal, state, and local laws as well as Authority regulations. The Police Captain plays a crucial role in managing law enforcement operations, conducting investigations, and maintaining public safety, while also serving as a key liaison with external agencies and stakeholders. Strong leadership, quick decision-making abilities, and a commitment to maintaining safety and security are essential for success in this role.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and manages subordinate staff on assigned shifts by scheduling, assigning duties, reviewing work, and providing training and performance evaluations.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and evaluates investigative reports for accuracy and completeness, taking command of complex investigations when necessary.
- Advises personnel on changes in laws, regulations, and policies, ensuring all team members are informed and compliant.
- Assists in formulating departmental policies and procedures, contributing to the continuous improvement of operational practices.
- Conducts periodic project status meetings with staff to discuss operational issues, performance, and resource needs related to traffic management.
- Communicates regularly with the Chief of Police to provide updates on unit operations, challenges, and future needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.

- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.
- Experience as a lieutenant or higher rank in a municipal, county or special district police department.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Criminal Justice, Law, or other related field.
- Special consideration will be given to graduates of the Federal Bureau of Investigations National Academy, Southern Police Institute, or similar executive command academy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.

- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE CORPORAL

GENERAL DESCRIPTION

Under the general direction of the Police Lieutenant, the Police Corporal performs law enforcement duties to protect Authority property, facilities, personnel, and the general public at Tampa International Airport. This position involves supervising and mentoring subordinate personnel, enforcing Authority regulations as well as federal, state, and local laws. The Corporal is responsible for conducting investigations, addressing a range of incidents, including disturbances, traffic accidents, and emergencies, offering assistance and documenting related reports. This role demands a deep commitment to public safety, exceptional communication skills, and the capacity to maintain composure under pressure, all while ensuring adherence to legal and operational protocols..

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.

- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Assists superior officers in evaluating and assigning officers to patrol areas.
- Plans, organizes, and supervises the work of others as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience as a Law Enforcement Officer.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Law, or a related field.
- Previous supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures.
- Knowledge of civil and criminal laws, police and Aviation Authority rules, regulations, and standard operating procedures.
- Knowledge of traffic accident control measures and investigation methods and techniques.
- Skill in the use and care of firearms and other law enforcement-related equipment.
- Ability to make effective decisions calmly and quickly in an emergency or hazardous situation.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to follow established procedures and pay close attention to detail.
- Ability to work with antagonistic persons or with the public under adverse conditions.
- Ability to safely operate a motor vehicle.
- Ability to use a computer and related software.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging

- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE LIEUTENANT

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Police Lieutenant performs managerial duties related to the operational activities of the Public Safety and Security Department. This position is responsible for supervising and guiding a team of police officers, ensuring the enforcement of federal, state, and local laws as well as Authority regulations. The Police Lieutenant coordinates patrol assignments, manages investigations, and provides training and support to staff while acting as a key liaison between the department and external agencies. The role requires strong leadership skills, quick decision-making abilities, and a commitment to maintaining public safety and security at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.

- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and manages subordinate staff on assigned shifts by scheduling, assigning duties, reviewing work, and providing training and performance evaluations.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and evaluates investigative reports for accuracy and completeness, taking command of complex investigations when necessary.
- Advises personnel on changes in laws, regulations, and policies, ensuring all team members are informed and compliant.
- Assists in formulating departmental policies and procedures, contributing to the continuous improvement of operational practices.
- Conducts periodic project status meetings with staff to discuss operational issues, performance, and resource needs related to traffic management.
- Communicates regularly with the Chief of Police to provide updates on unit operations, challenges, and future needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.
- Two (2) years continuous service at the rank of sergeant with the Tampa International Airport Police.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE OFFICER

GENERAL DESCRIPTION

Under the general direction of a Police Sergeant, the Police Officer performs law enforcement duties to protect Authority property, facilities, personnel, and the general public at Tampa International Airport. This role involves enforcing Authority regulations as well as federal, state, and local laws. The Police Officer addresses a range of incidents, including disturbances, traffic accidents, and emergencies, offering assistance and documenting related reports. This role demands a deep commitment to public safety, exceptional communication skills, and the capacity to maintain composure under pressure, all while ensuring adherence to legal and operational protocols..

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.

- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years verified work experience
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Criminal Justice, Law, or related field.
- Two (2) years experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging

- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE SERGEANT

GENERAL DESCRIPTION

Under the general direction of a Police Lieutenant, the Police Sergeant performs supervisory duties related to the operational activities of a squad of airport police officers at Tampa International Airport. This role involves enforcing Authority regulations as well as federal, state, and local laws, while overseeing the activities of uniformed officers. The Police Sergeant is responsible for reviewing reports for accuracy, inspecting equipment and personnel appearance, and taking charge of major criminal investigations until relieved by a superior officer. This position requires strong leadership skills and the ability to make quick decisions in high-pressure situations to ensure the safety and security of the airport community.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.

- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and assign duties to a squad of uniformed officers, ensuring that tasks are executed efficiently and effectively.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and assesses reports submitted by subordinate personnel for accuracy and completeness, providing feedback and guidance as necessary.
- Conducts facility inspections to identify safety hazards and compliance issues, ensuring a secure environment for staff and the public.
- Takes charge of major criminal investigations, coordinating efforts until relieved by a superior officer, and ensuring thorough documentation of findings.
- Attends and participates in meetings, providing input on operational issues and collaborating with other departments on safety and security initiatives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.

- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Law, or related field.
- Continuous service at the rank of corporal with the Tampa International Airport Police.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Knowledge of court procedures.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.

- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROCUREMENT AGENT

GENERAL DESCRIPTION

Under the general direction of a Senior Manager in Procurement, the Procurement Agent is responsible for managing procurement activities and contractual projects across various categories, including commodities, professional services, construction, and information technology. This role involves conducting research and developing documents necessary for procuring goods and services through various solicitation methods such as competitive solicitations, government cooperatives, sole source, standardization, and quotes. The Procurement Agent also develops and negotiates contracts, reviews requisitions, and processes purchase orders, ensuring compliance with established standards.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs research and document development to procure goods and/or services utilizing competitive solicitations such as Invitation to Bid (ITB), Reverse Auction (RA), Request for Proposal (RFP), Invitation to Negotiate (ITN) and Request for Qualifications (RFQ), sole source, government cooperative contracts, standardization, and Invitation to Quote (ITQ).
- Analyzes cost proposals and financial data and prepares detailed management reports.
- Negotiates and develops contracts and ITB, RA, RFP, ITN, and RFQ solicitation documents,, as well as coordinates and facilitates the ITB, RA, RFP, ITN, and RFQ through governing Board of approval.
- Reviews and processes requisitions, purchase orders and purchasing card payments.
- Analyzes contract terms and conditions and develops and processes change orders, amendments, and renewals, as needed.
- Utilizes contract administration software program and Enterprise Resource Planning (ERP) system.
- Analyzes cost proposals, financial data and prepares detailed management reports.
- Prepares Board documents.
- Coordinates and oversees all meetings related to solicitations.
- Facilitates the bid and technical evaluation processes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Management, Public Administration or related field.
- Three (3) years experience in formal contracting and procurement of goods/services.
- Or equivalent combination of education, training, and experience.
- Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) within 18 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional in Supply Management (CPSM).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Experience utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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PROCUREMENT PROGRAMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Non-Capital Programs & Materials Management, the Procurement Programs Manager is responsible for overseeing operational processes, contract compliance, and supplier relationship management within the procurement department. This role involves developing and managing a Supplier Relationship Management program, tracking supplier performance, and ensuring adherence to contract compliance. The position also oversees the Purchasing Card Program, focusing on improving efficiencies and providing training to both internal and external stakeholders.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Supplier Relationship Management and Contract Compliance:

- Develop, implement, and manage a Supplier Relationship Management and contract compliance program.
- Create and manage processes for tracking supplier performance and ensuring contract compliance.
- Provide training to internal and external stakeholders on contract compliance procedures.
- Address supplier non-compliance issues in collaboration with internal stakeholders.
- Regularly audits and reviews the contracts database to ensure that the files are accurate and complete.

Purchasing Card Program

- Oversee the Purchasing Card Program including, but not limited to, improving program efficiencies, corporate account liaison, managing PCard accounts, Program training, Program compliance, new product analysis and implementation, process development, and annual review of S410.25 Procurement - Purchasing Cards.

Procurement Process Improvement:

- Analyze areas for efficiency improvements, such as ePayment and eCommerce solutions.
- Maximize supplier discounts and rebates.
- Facilitate onboarding of new team members and departments.
- Manage relationships with suppliers to enhance efficiency.
- Research and implement industry best practices by participating in procurement award applications.
- Pursue recognition through awards such as the FAPPO Award of Excellence and the NIGP Procurement Agency Excellence Award.
- Ensure adherence to quality standards through accreditation processes.
- Provide guidance and direction to Procurement leadership on new initiatives.
- Support the implementation of sustainability and green procurement initiatives.
- Undertake special projects assigned by management.
- Manages updates to the Procurement Department's internet pages and intranet pages.

Procurement Training Development:

- Develop internal and external training opportunities, including face-to-face, online, written guides, and virtual training sessions.
- Ensure training materials align with professional standards and organizational goals.

Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Public Administration, or related field.
- Four (4) years experience in contract compliance, program development, or in the public (government) or private sectors.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional Public Buyer (CPPB).
- Certified Public Procurement Officer (CPPO).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Project Management Professional (PMP) and/or Certified Associate in Project Management (CAPM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of supplier management practices to optimize resources and enhance procurement efficiency.
- Awareness of current trends, benchmarks, and best practices in procurement and supply chain management.
- Knowledge of adult learning principles and training methodologies for designing and delivering effective procurement training programs.
- Understanding of project management concepts, including planning, execution, and evaluation.
- Strong verbal and written communication skills for conveying complex procurement concepts clearly and effectively to various stakeholders.
- Ability to analyze data, identify trends, and make data-driven decisions to improve procurement processes and performance.
- Skill in identifying procurement challenges, developing creative solutions, and implementing corrective actions.
- Ability to provide direction, guidance, and support to procurement team members and stakeholders.
- Ability to facilitate organizational change and effectively manage transitions within the procurement function.
- Capacity to adapt to changing priorities, requirements, and circumstances in a dynamic procurement environment.
- Ability to pay close attention to detail and ensure accuracy in contract documents, procurement processes, and supplier communications.
- Skill in prioritizing tasks, managing multiple projects simultaneously, and meeting deadlines.
- Commitment to upholding ethical standards and integrity in procurement practices and supplier relationships.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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PROGRAM MANAGER

GENERAL DESCRIPTION

Reporting to the Senior Manager of Technology Program Management Office, the Program Manager is responsible for leading and orchestrating complex programs and projects within the enterprise application landscape. This role is critical in driving the successful analysis, development, implementation, and continuous improvement of new and existing enterprise information systems that underpin core business operations.

The Program Manager will work closely with teams, business stakeholders, and vendors to translate strategic objectives into actionable plans. They will oversee program roadmaps, manage intricate timelines, allocate and manage resources effectively across multiple projects, and control program budgets.

This position requires a strong understanding of program management principles and proven expertise in managing complex initiatives. The Program Manager will facilitate clear and consistent communication among all stakeholders, proactively identify and mitigate program risks and dependencies, and drive programs to successful completion in alignment with organizational goals and the vision of the ITS team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop and manage comprehensive program roadmaps and execution plans for enterprise application initiatives, coordinating requirements, budgets, tasks, cross-functional dependencies, and resources to ensure program integrity and strategic alignment.

- Drive the definition of program objectives and system requirements for enterprise applications, ensuring they align with overall IT strategy and organizational goals.
- Provide leadership throughout the program lifecycle, actively participating in planning, problem-solving, and decision-making as needed.
- Offer guidance and support to project teams involved in enterprise application development and implementation to ensure successful execution and adherence to standards.
- Monitor and assess the activities and deliverables produced by program teams, ensuring all products and documentation meet departmental and enterprise standards.
- Analyze and evaluate alternative solutions and approaches for enterprise application development and integration, recommending optimal strategies to enhance program outcomes.
- Oversee the preparation and review of detailed specifications and documentation for enterprise information systems to guide development and implementation processes effectively.
- Analyze the operational impact of new or modified enterprise applications on existing systems, infrastructure, business processes, and user experiences.
- Develop and monitor comprehensive testing and deployment plans for enterprise applications, ensuring successful implementation and desired business results are achieved.
- Facilitate program management methodologies (e.g., Waterfall, Agile, Hybrid, Scrum) to optimize workflows, manage backlogs, and ensure efficient execution by teams.
- Identify, assess, and manage program risks and dependencies across interconnected enterprise application projects and programs, implementing proactive mitigation strategies to minimize impact on delivery and timelines.
- Lead post-implementation reviews and lessons learned sessions to capture insights on challenges, successes, and areas for improvement in future enterprise application programs.
- Organizational and ITS Strategic Plan program alignment.
- Manage vendors and contract milestone compliance.
- Develop and Implement Change Management strategy for program and projects.
- Evaluating and driving IT strategy and roadmap.
- Data entry and use of Program Portfolio Management System (PPMS)
- Drive Key Performance Indicators and Metrics for Program health.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Business Management or directly related field.
- Five (5) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Or equivalent combination of education, training, and experience.
- Project Management Professional (PMP) certification must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prosci Change Management Certification
- Scrum Master Certification

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of strong leadership principles, team-building techniques, employee engagement strategies, and consensus-building.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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PROJECTS AND GRANTS FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Capital Programs, the Projects and Grants Finance Manager oversees project financial administration and third-party grant funding. Manages a team responsible for financial oversight, project payments, and fixed asset management while closely collaborating with the Florida Department of Transportation and the local office of the Federal Aviation Administration on grant billing and closeouts. These efforts ensure effective administrative oversight and regulatory compliance for project finances.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Takes ownership of the capital projects and fixed assets accounting systems, along with the cash management system, serving as the lead expert and change agent to enhance utilization, as necessary.
- Oversees project tracking and independently communicates any deviations from approved budgets, amendments, and change orders to the Board and Development Committee.
- Ensures administrative oversight and compliance with federal and state grant guidelines, including billings, reconciliations, grant close-outs, and reporting.
- Manages compliance with transaction authorities (K-9, LEO, TSA Baggage, and In-Line Baggage) for audit purposes, including billings, reconciliations, and reporting.
- Collaborates closely with the Office for FDOT and the Orlando FAA Airport District Office regarding third-party project grant funding management.
- Processes and files Passenger Facility Charge (PFC) report and application close-outs, ensuring timely publication of the report on the Authority website.
- Reviews all initial and revised capital budgets from other departments for accuracy and approvals before presenting to the Development Committee.
- Prepares final capital budgets for capital projects that are ready for closeout, ensuring alignment with overall financial strategies.
- Provides guidance related to internal and external funding sources for capital budgets, including analysis of eligible costs for grants, PFCs, and bonds.
- Supplies necessary project cost data to Project Directors to ensure all projects remain within budget constraints.

- Manages and produces the Recognized Net Investment schedule and Schedule 6 in the budget, estimating capital improvement project expenditures and funding sources for future years, included in the annual budget publication.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Finance, Accounting, Business/Public Administration or related field.
- Four (4) years experience within a government agency.
- Two (2) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a current Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in aviation sector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport capital budget cycles and the regulations governing federal and state grant programs related to airport operations and facilities.
- Knowledge of Capital Improvement Programs, including various funding sources, project payments, and fixed assets management practices.
- Skill in leadership and team management, fostering a collaborative and productive work environment among financial teams.
- Skill in effective presentation, capable of conveying complex financial information to diverse audiences.
- Ability to manage workloads efficiently within a rapidly changing work environment, adapting to new challenges and priorities.
- Ability to produce and manage critical financial reports.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting
- Continuous typing
- Continuous computer monitoring

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PROJECTS CONTROL SENIOR ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Projects Control Senior Analyst performs project control management functions by reviewing and processing work orders, invoices, and payments, while ensuring that change orders are appropriately processed and updated. This position requires considerable independent judgment and the ability to multitask effectively in a fast-paced environment. Additionally, the individual works with various software applications to identify improvements and optimize processes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews Project and O&M design invoices (40-60 monthly) and enforces compliance with Authority Policy and Procedures.
- Retrieves all design W/MBE forms and saves for packaging.
- Reviews and processes design or project control management functions by reviewing and processing work orders, invoices, and payments, while ensuring that change orders are appropriately processed and updated. Additionally, the role works with various software applications to identify improvements and optimize processes.
- Creates requisitions for workflow approval once the work order is approved.
- Updates Purchase Orders for supplemental work order increases or decreases.
- Creates and maintains files for each Other Transaction Agreements (OTA) assigned. This includes reviewing and maintaining OTA's to determine eligible costs, preparing and submitting for payment invoices for eligible costs, preparing and submitting in Oracle Journal Entries to record payments received, and preparing close-out documents at the end of the OTA term.
- Manages the System for Award Management (SAM) Administration. Responsible for the yearly renewal plus any updates needed or new entities added.
- Processes the In-House Project Labor Allocation for various departments.
- Manages and distributes project reports, including the Continuing Consultant Reconciliation report, to relevant stakeholders.
- Provides first layer of review for project payments, ensuring accuracy and adherence to established protocols.
- Reviews and processes Construction Pay Applications, Notice to Proceeds, Construction Work Orders, Owner Direct Purchase Invoices and In-House Labor Allocation.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Construction Management, Finance, Accounting, or related field.
- Three (3) years experience in business analysis.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Construction Management, Finance, Accounting, or closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of processing project documentation, including compliance with Authority policies and procedures.
- Knowledge of project management theory, techniques, and tools relevant to managing medium-sized construction projects effectively.
- Knowledge of compliance requirements, including certified payroll submissions and change order reviews.

- Ability to effectively coordinate resources, ensuring their optimal utilization to achieve successful project outcomes.
- Ability to analyze risks associated with design projects and assess the future impact of decisions on project timelines and budgets.
- Ability to collect, organize, and analyze data related to design projects, developing logical conclusions and actionable insights.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional stand & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Continuous typing

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MAINTENANCE PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Maintenance Projects Manager oversees maintenance and construction activities to ensure the proper upkeep of facilities. The Projects Manager supervises both employees and contractors involved in various maintenance and repair activities, such as air conditioning systems, mechanical equipment, and pavement maintenance. Additionally, the manager establishes preventive maintenance programs, reviews contract bids for compliance, and provides technical guidance to subordinates while ensuring a safe working environment. This position is essential for maintaining the integrity and functionality of the Authority's facilities through effective project management and personnel oversight.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manages building maintenance, repair, and installation of various systems, including air conditioning, heating, refrigeration, and mechanical equipment.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the efficient operation of facilities and equipment.
- Monitors and conducts periodic inspections of equipment to ensure compliance with safety standards and proper maintenance practices.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and maintain contract integrity.
- Addresses contract inadequacies by reporting them to management and following up to ensure corrective actions are implemented.
- Creates requisitions for replacement parts and materials, maintaining central stock to facilitate timely completion of maintenance tasks.

- Prepares technical specifications for the acquisition of new equipment to meet operational needs.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Construction Management, Facilities Management, or related field.
- Four (4) years experience in construction, facilities management, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facility Management Professional Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings, mechanical systems, and related infrastructure.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to maintenance and construction activities.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking and sitting up to 6 hours per day.
- Occasional bending & stooping.
- Continuous typing.
- Continuous use of car/ light truck.

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

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

MAINTENANCE PROJECTS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Projects Manager, the Projects Supervisor oversees maintenance and construction activities to ensure the proper upkeep of Authority facilities and related equipment. The role involves overseeing Authority facilities maintenance and repairs, utilizing administrative expertise for resource estimation and task planning, and managing construction projects with a focus on safety and operational efficiency. The Projects Supervisor plays a key role in maintaining a safe and effective work environment, promoting teamwork, and achieving organizational goals.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the activities engaged in the construction, repair, and maintenance of Authority facilities and related equipment.
- Assists with contingency operations to minimize disruptions and impacts on customers during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.
- Supervises, monitors, and inspects projects to ensure compliance with plans, specifications, codes, standards, regulations, and safety requirements.
- Plans job layouts and estimate materials, determining the necessary equipment and tools for maintenance personnel to perform tasks effectively.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of assets.

- Creates requisitions for equipment, tools, and materials to ensure timely procurement for maintenance and construction schedules.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Construction Management, Facilities Management or related field.
- Four (4) years experience in construction, facilities maintenance, or related field.
- Two (2) year of supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facility Management Professional Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings, mechanical systems, and related infrastructure.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to maintenance and construction activities.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking & sitting up to 6 hours per day.
- Frequent lifting up to 20 Ibs.
- Occasional bending, stooping.
- Continuous typing.
- Continuous use of car/light truck.

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

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

MAINTENANCE PROJECTS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician I performs skilled maintenance across various disciplines, including the construction, maintenance, and repair of buildings, equipment, and facilities. The Projects Technician I erects small structures, executing complex alterations, performing repairs on plumbing, electrical systems, and carpentry, as well as painting surfaces and operating power equipment.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Participates in erecting structures and execute alterations as directed by the Projects Supervisor.
- Performs repairs and maintenance on plumbing systems, including water lines and fixtures, ensuring functionality and compliance with standards.
- Conducts repairs and adjustments on electrical systems, including basic wiring and equipment maintenance.
- Executes carpentry work, including repairs to furniture, shelves, doors, and windows, to maintain facility aesthetics and functionality.
- Paints both the interiors and exteriors of buildings to enhance appearance and protect surfaces from wear and tear.
- Operates various power equipment, such as lathes, drill presses, threading machines, air compressors, and gas-operated saws, safely and effectively.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer* reserves *the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- One (1) year experience as a skilled trades worker.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.

- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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

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

MAINTENANCE PROJECTS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician II performs skilled maintenance work across various disciplines with a strong emphasis on electrical tasks related to building construction, maintenance, and repairs across various trades, including plumbing, HVAC, and carpentry. The Projects Technician II oversees the erection of small structures, performing complex alterations, creating electrical drawings for project planning, ensuring compliance with safety standards, and maintaining an adequate stock of building materials for ongoing projects.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees and participates in the erection structures and executes alterations, repairs, and maintenance work across various trades.
- Creates detailed electrical drawings and sketches for project planning and as-built documentation to ensure accuracy and compliance.
- Performs commercial and industrial electrical duties related to remodeling, buildouts, and installations to enhance facility functionality.
- Ensures compliance with the National Electrical Code in all electrical assignments and installations.
- Installs conduit and wiring according to professional standards to ensure safe and effective electrical systems.
- Monitors and inspects work activities to ensure quality standards and compliance with specifications.
- Conducts routine inspections of equipment and systems to identify maintenance needs and ensure optimal performance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer* reserves *the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience as an electrician, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Continuous hearing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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

PROJECTS TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician III leads project personnel engaged in maintenance and construction activities to ensure the effective upkeep of airport facilities and equipment. This role involves providing support to the Projects Supervisor with extensive experience in maintaining and repairing airport systems. The Projects Technician III makes informed decisions while prioritizing work across multiple locations, ensuring operational efficiency and safety standards are consistently met.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads the activities of technical trades and maintenance personnel engaged in the construction, repair, and maintenance of airport facilities and related equipment.
- Assists with contingency operations to minimize disruptions and impacts on customers during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to promote an efficient, effective, and safe work environment.
- Monitors, prioritizes and inspects work activities to ensure compliance with plans, specifications, codes, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools to facilitate proper work assignments.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of assets.
- Creates requisitions for equipment, tools, and materials in a timely manner to ensure maintenance and construction schedules are met.
- Provides technical advice and assistance to subordinates, ensuring quality work and adherence to safety protocols.
- Conducts regular inspections of facilities and equipment to identify maintenance needs and ensure compliance with operational standards.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in construction, maintenance, electrical or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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

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

PROPERTY CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Materials Management Manager, the Property Control Specialist is responsible for managing central receiving, distribution and inventory utilized by Authority departments throughout the Airport. This role creates and maintains an inventory of organizational assets and inventory, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and overseeing the disposal of organizational assets.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs receiving and delivery of goods to customers from departments across the Authority, including but not limited to, checking for damage, verifying quantities, and receiving into the Authority's Enterprise Resource Planning (ERP) system.
- Establishes and maintains methods, procedures, and records to account for inventory and equipment purchases using the Authority's ERP system.
- Maintains current records for a wide variety of accountable inventory, equipment, and materials.
- Performs reporting out of the Authority Inventory Management System, including daily, weekly, and monthly reporting, as required.
- Maintains an inventory of parts and equipment on hand.
- Coordinates with property custodians to ensure all property is accounted for.
- Research specifications to assist in determining appropriate inventory to purchase and prepares requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.
- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Initiates forms for the transfer of equipment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in warehousing, and/or property control.
- Or equivalent combination of education, training, and experience.
- Forklift certified or able to become forklift certified within 60 days of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property control and inventory procedures to effectively manage and track organizational assets.
- Knowledge of rules and regulations governing the disposal of surplus property to ensure compliance during transactions.
- Knowledge of purchasing, storekeeping, and property control practices to optimize inventory management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 50 Ibs
- Frequent pushing, pulling & dragging
- Continuous typing
- Frequent use of van/medium-duty truck
- Regular use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC ADMINISTRATIVE SPECIALIST I

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manager, the Public Administrative Specialist I is responsible for performing various administrative duties while supporting the Tampa International Airport Police Department. This position ensures the accurate and efficient completion of assigned tasks, including maintaining databases, processing forms, and generating reports. The specialist assists divisional leaders and professional staff by managing confidential information and responding to requests for assistance. Additionally, this role requires a thorough understanding of departmental policies and procedures to effectively support the operational needs of the Police Department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs various administrative and confidential functions to support divisional managers and professional staff in the Tampa International Airport Police Department.
- Accurately inputs and maintains information in databases, ensuring up-to-date records and processing of forms in compliance with departmental policies.
- Generates and disseminates daily reports while maintaining accurate logs for records data, contributing to effective departmental operations.
- Researches and responds to requests for information and assistance, determining priority status and referring complex inquiries to the divisional manager as necessary.
- Completes weekly and monthly reports, ensuring timely submission and adherence to deadlines.
- Assists with the management of confidential information, ensuring data security and compliance with relevant regulations.
- Collaborates with other team members to streamline administrative processes and improve overall efficiency within the department.
- Transcribes documents and information from various sources accurately, ensuring clarity and correctness in all communications.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years experience in administrative or clerical.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- State of Florida Notary Certification.
- Previous administration or clerical experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental policies, procedures, and rules relevant to the Tampa International Airport Police Department, ensuring compliance and effective support.
- Skill in performing complex administrative functions, including maintaining confidentiality and managing sensitive information.
- Knowledge of administrative procedures such as word processing, files and records maintenance, and database management to support operational needs.
- Skill in generating and disseminating reports, including daily, weekly, and monthly documentation, while maintaining accurate logs for records data.

- Ability to research and respond to requests for information, determining priority status and effectively referring complex inquiries as needed.
- Knowledge of the structure and content of the English language, including grammar, composition, and spelling, ensuring clarity and correctness in communications.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC ADMINISTRATIVE SPECIALIST II

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manger, the Public Administrative Specialist II is responsible for performing various complex administrative and financial duties while supporting the Tampa International Airport Police Department. This role ensures the accurate and efficient completion of assigned tasks and maintains updated policies, procedures, and forms. The Administrative Specialist II provides essential administrative and technical support, manages records data, assists with budget accuracy, and coordinates inventory for office supplies and uniforms. Additionally, the position contributes to the training and development for all Administrative Specialists, ensuring a high standard of operational effectiveness within the department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides administrative and technical support for the department to include the developing, maintaining, and implementing of administrative procedures.
- Performs various complex administrative and confidential functions to support divisional managers and professional staff in the Tampa International Airport Police Department.
- Completes daily dissemination of reports and ensures accurate logs for records data.
- Researches and responds to requests for information and determines priority.
- Completes weekly and monthly reports as required.
- Assists divisional manager in maintaining financial accuracy of department budgets.
- Manages inventory and issues uniforms and equipment during onboarding of new public safety & security employees.
- Maintains office supplies and equipment inventory by checking on stock, anticipating future needs and placing orders as necessary.
- Maintains and reconciles purchasing cards as directed by the Authority.
- Collaborates with other team members to streamline administrative processes and improve overall efficiency within the department.
- Generates invoices for extra duty assignments.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Three (3) years experience in administrative and/or clerical functions.
- Notary State of Florida Certification (Must obtain within ninety (90 days) of hire.
- Experience with expense reporting systems.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in administrative and/or clerical in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental policies, procedures, and rules relevant to the Tampa International Airport Police Department, ensuring compliance and effective support.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist managers or other professional staff.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.

- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Ability to multi-task, prioritize, and manage time effectively.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC SAFETY ADMINISTRATION MANAGER

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Public Safety Administration (PSA) Manager oversees the Administration Unit, Evidence Unit, and Accreditation and Compliance of the Police Department. This position is responsible for providing administrative, financial, and support services to ensure the operational efficiency of the department. The manager develops and revises policies and procedures, prepares budget documents, and conducts technical analyses of data, all while supervising and mentoring subordinate staff. Additionally, the role involves coordinating with internal and external agencies to ensure compliance with regulations and effective communication, as well as managing public records requests and special projects related to records management.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares budget documents, monitors allocated funds' status, and controls expenses.
- Conducts technical analysis and evaluations of data using financial and police reports.
- Responds to requests for statistical information from databases and formulates and edits monthly reports.
- Coordinates with other units within own organization and external agencies/departments to ensure efficient flow of communications and service; interprets, explains, and ensures compliance with program requirements, regulations, and procedures, including coordinator/administrator for the Authority with Florida Department of Law Enforcement (FDLE) Uniform Crime Reporting, Florida Incident-Based Reporting (FIBRS), and Use of Force reporting.
- Acts as department Records Custodian and oversees public records requests, sealing/expungement, and records retention in compliance with state records laws.
- Participates and represents the department in meetings concerning records management, administrative staff duties, computer software upgrades, technical workgroup meetings, and other meetings as directed.
- Acts as the subject matter expert for the department by managing the preparation of Florida Contraband and Forfeiture reports for FDLE and the Department of the Treasury while also serving as the liaison to the FDLE Evidence Section on submission protocols and evidence processing.
- Manages special projects involving records and reports assigned. Prepares descriptive reports utilizing detailed charts and diagrams.

- Prepares detailed executive summary reports and staff proposals.
- Oversees the Evidence Unit, ensuring effective management of evidence intake, processing, and destruction functions.
- Manages and reconciles Federal seizure, State seizure, and local evidence accounts with the finance department on a reoccurring basis.
- Administrative oversight and auditing of all public records and State Attorney records requests related to digital evidence, body-worn cameras, and photographic evidence.
- Actively participates in meetings to represent the Department and discuss matters related to the Evidence Unit and its processes.
- Maintains general oversight of the Accreditation and Compliance Manager, ensuring adherence to accreditation standards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Four (4) years complex administrative and/or clerical experience.
- Two (2) years supervisory experience.
- Notary State of Florida Certification (Must obtain within ninety (90 days) of onboarding.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in a related law enforcement field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules of the assigned department function or operation.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of public records law F.S. 119 requirements and Uniform Crime Reporting guidelines.
- Knowledge of the Accreditation and Compliance standards.
- Knowledge and proficiency within law enforcement record management systems.
- Skill in interpretation and analysis of financial data.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.
- Ability to conduct research, collect and interpret data, and compile statistical/analytical reports.
- Ability to multi-task, prioritize, and manage time effectively.
- Skill in using computers, computer-related software or programs, charting, and graphics.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Very frequent hearing
- Occasional use of car/light truck

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AOC PUBLIC SAFETY MANAGER

GENERAL DESCRIPTION

Reporting to the Captain of Special Operations, the Public Safety Dispatch Manager oversees the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. This role involves leading a team of dispatchers, developing training programs, and ensuring compliance with Criminal Justice Information Systems (CJIS) standards and regulations. The Public Safety Dispatch Manager is also tasked with planning, budgeting, and coordinating resources to achieve operational objectives while enhancing the efficiency and effectiveness of public safety communications within the airport environment.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensure subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensures effective communication and response protocols for all emergency and operational calls.
- Manages the receipt of emergency 9-1-1 calls for police, fire, and medical services, ensuring swift and appropriate responses within the Tampa International Airport property.
- Establishes and implements administrative policies, procedures, and guidelines to enhance operational efficiency.
- Develops and manages the AOC Training Program to ensure compliance with Criminal Justice Information Systems (CJIS) standards and industry regulations.
- Prepares and monitors the Airport Operations Center's annual budget, controlling expenses and ensuring optimal resource allocation.
- Acts as the primary liaison with the FBI and FDLE for all CJIS-related items, ensuring compliance and facilitating necessary audits and inspections.
- Monitors workflow and data accuracy within the dispatch center, ensuring high-quality service delivery and adherence to established guidelines.
- Regular and reliable attendance is required as an essential function of the position.

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or a related field.
- Five (5) years of experience in law enforcement, emergency operations, or similar experience.
- Two (2) years of supervisory experience.
- Florida Department of Health 9-1-1 PST Certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of public safety best practices and procedures.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking.

- Continuous sitting.
- Occasional lifting up to 50 Ibs or more.
- Occasional bending, stooping, pushing, pulling & dragging.
- Continuous typing.
- Occasional use of car/light truck.

COMPETENCIES

- **Decision Making**: Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others**: Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating**: Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative**: The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

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PUBLIC SAFETY COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Public Safety Compliance Manager is responsible for maintaining the accreditation files for the Department. This role involves ensuring compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA), Commission for Florida Law Enforcement Accreditation (CFA), and Criminal Justice Standards & Training Commission (CJSTC) standards by managing training records, conducting various audits, and preparing analytical reports on crime trends. The Public Safety Compliance Manager supports the department's operational readiness and effectiveness by overseeing equipment inspections, proctoring exams, and assisting in the preparation of operational plans. This position requires a detail-oriented individual committed to upholding public safety standards while fostering positive relationships within the department and the community.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Maintains all departmental training records to ensure compliance with CALEA/CFA and CJSTC standards.
- Conducts various audits including Driver and Vehicle Information Database (DAVID), Lost and Found, evidence, police reports, staffing, payroll, background investigation and other investigative reports.
- Creates analytical reports on crime trends and other reports as directed.
- Proctors entry and promotional exams.
- Prepares and publishes department reports to internal and external sources.
- Assists in the preparation and archiving of operational plans.
- Audits testing/drills of response procedures.
- Ensures vehicles and equipment are maintained in accordance with department standards and guidelines.
- Conducts audits of K9 Transportation Security Administration (TSA) reports and deadlines.
- Inspects department issued equipment.
- Performs initial screening of job applications.
- Produces and reviews analytical reports as directed.
- Performs job task analysis as directed.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration or Criminal Justice or closely related field.
- Five (5) years of management level experience.
- Completed training for CALEA or the Commission for Florida Law Enforcement Accreditation.
- Graduate of a Law Enforcement Academy
- Present or past CJSTC Certification as a law enforcement officer.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Management, Business Administration or Criminal Justice or closely related field.

- Experience managing work groups in a public safety agency and/or experience as a trainer in a public safety agency.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public records law F.S. 119 requirements and Uniform Crime Reporting guidelines.
- Knowledge of policies, procedures, and rules of the Police Department, as well as the Authority.
- Knowledge of CALEA/CFA and CJSTC standards.
- Knowledge law enforcement record management systems.
- Skill in the use of computers, computer-related software or programs, charting, and graphing of data.
- Skill in the interpretation and analysis of law enforcement data.
- Skill in use of DAVID, CJIS and other related Law Enforcement software.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

REAL ESTATE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Commercial Real Estate, the Real Estate Project Manager is responsible for project management duties to meet business, contract and revenue goals. This role manages assigned projects, including planning, budgeting, organizing, conducting negotiations, project analysis, contract writing, interpretation and presentation, and procurement of professional services. The Real Estate Project Manager is responsible for contract management and compliance with regulatory and Authority policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Drafts and prepares aeronautical and non-aeronautical contractual documents, including Lease, Right-of-Entry, Right-of-Use, Site Access Agreements, Easements, License Agreements, Avigation Easements, Letters of Agreement, Amendments, Board Agenda documents and presentation materials.
- Ensures contractual documents and presentations accurately reflect the desired business terms, conditions, and requirements.
- Audits and monitors projects for adherence to regulations, performance and payment requirements.
- Works with external companies and agencies for technical assistance on projects to ensure efficient flow of communications, services and compliance with applicable policies, procedures, and regulations, including the FAA.
- Coordinates easement/license agreements for Master Plan, Non-Master Plan and Capital Improvement Plan (CIP) projects.
- Monitors and prioritizes project schedules and resources to ensure timely and accurate completion of the contracting process.
- Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.
- Monitors and tracks tenants to ensure performance of preventive maintenance and compliance with existing contract terms and conditions.
- Manages the Rent-A-Car agency parking process, including overflow, coordination and preparation of parking locations, quarterly letters of agreement, fire marshal adherence, and tracking for monthly billing.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field.
- Three (3) years experience in contract writing and program/project management.
- Or an equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of airport operations, with demonstrated emphasis on interactions and relationships between the airport, airlines, and ground handlers.
- Knowledge of real estate development.
- Knowledge or project management principles and methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RECORDS AND INFORMATION ANALYST

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Analyst is responsible for the creation and maintenance of the Authority's record management program. The Analyst will manage and implement the system and apply records retention schedules to documents created at the Authority.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides Authority stakeholders training and education on Florida Records Management standards and best practices.
- Develops and enhances the Records Management Program and system in compliance with standards set by the State of Florida.
- Creates and implements comprehensive policies and procedures, ensuring effective management of records throughout the Authority.
- Collaborates with Records and Information Center (RIC) leadership to provide information and guidance on retention standards and best practices for internal staff.
- Audits the quality and accuracy of electronic records within Authority systems, ensuring compliance with established standards and procedures.
- Develops and delivers training sessions on Records Management for Authority Records Custodians on a quarterly basis to enhance their skills and knowledge.
- Responds to inquiries from internal and external customers regarding records management processes, policies, and compliance issues.
- Engages in cross-training activities to ensure adequate backup and continuity of operations within the Records Management team.
- Maintains accurate records and documentation related to the Records Management Program.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in Business Administration, or related field.
- Two (2) years experience in Records Management or related field.
- Or an equivalent combination of education, training and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in Financial Crime Risk Management (FCRM) and/or Compliance Risk Management (CRM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of records management principles, policies, and standards, particularly those set forth by the State of Florida and relevant regulatory agencies.
- Skill in coordinating events and initiatives to promote awareness of records management within the Authority.
- Skill in auditing the quality and accuracy of electronic records within Authority systems to ensure compliance with established standards and procedures.
- Ability to respond promptly and accurately to inquiries from internal and external customers regarding records management processes and compliance issues.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RECORDS AND INFORMATION COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Coordinator is responsible for the day-to-day operational and administrative tasks within the Records and Information Center, responding to requests for public records for the Authority. This position coordinates with the Records and Information Manager and legal on subpoenas, discovery, and requests for documents on a routine basis.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for processing public records, subpoenas, body worn camera (BWC)/closed circuit television (CCTV), and discovery requests received daily; compiles documents within Records Information Center (RIC) systems and coordinates with other departments should additional documentation be required.
- Performs first level redactions on all public records requests.
- Performs second level redactions review process for Police reports and Computer-Aided Dispatch (CAD) reports sent by Records and Information Technician.
- Transfers all board-approved documents to storage system responsible for ensuring all board items are accounted for and contacting departments when records are missing.
- Responds to questions from internal and external customers on matters relating to records requests.
- Maintains timely and accurate up-to-date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.
- Maintains forms used by Authority departments.
- Participates in cross-training to ensure proper backups are in place.
- Assists with the distribution of incoming mail to the Authority; responsible for processing outgoing mail and packages.
- Acts as backup to Records Technician for daily cash receipts.
- Participates in departmental projects assigned.
- Communicates with RIC management and the Records Analyst in the development and/or update of internal procedures for the daily tasks within the RIC office.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years of administrative/clerical experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration, Public Administration, related field.
- Three (3) years of experience in records and information.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state archival guidelines and the ability to research and provide accurate retention standards to internal and external customers.
- Knowledge and familiarity with State of Florida laws governing public records.
- Knowledge of procedures, policies, and rules of department.

- Ability to analyze and document operations and processes and apply knowledge of records management principles and standards.
- Ability to manage basic projects and execute the records management plan.
- Ability to use tact in communicating with others and able to constructively resolve issues in a timely manner.
- Ability to take the initiative and exercise sound judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RECORDS AND INFORMATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Records Compliance, the Records and Information Manager is responsible for managing the Authority's records and information management function and setting goals. The Manager oversees the retention, storage, and disposal of physical and electronic records, as well as supervises mailroom activities for the Authority. This position serves as the Authority's Records Management Liaison Officer (RMLO) and subject matter expert for managing physical and electronic records generated and maintained by the Authority. The Records and Information Manager is responsible for directing people and programs to develop and realize the agency's records and information management vision through strategic and business planning.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the handling of public records requests, ensuring compliance with Public Records Laws and associated regulations.
- Maintains liaison with state archival officials to establish retention and disposal standards and schedules for records, ensuring compliance across the agency.
- Manages the Authority's mailroom operations, including sorting and delivering incoming mail, and preparing outgoing mail and inter-office deliveries.
- Ensures proper logging of packages received and incoming cash and credit card payments into the delivery tracking system.
- Interacts with department records custodians to ensure the proper handling, archiving, and retention of departmental documents.
- Develops and coordinates public records training programs for staff to enhance understanding of compliance and best practices.
- Assesses team activities and recommend process improvements based on national standards and best practices in records management.
- Ensures that confidentiality, privacy, and security controls are in place for protected information by collaborating with Information Technology Services.
- Manages departmental activities by establishing schedules, developing and implementing policies and procedures, and monitoring workflow to ensure efficiency.
- Develops team goals and business plan that aligns with the overall objectives of the records management program and tracks progress against these goals.

- Monitors and manages the budget for the records management program, forecasting staffing, equipment, materials, and supplies needs for efficient operations.
- Stays current with information technology trends, legal standards, and industry practices that impact the planning and implementation of the records management program.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Business Administration, Public Administration, Management, or related field.
- Four (4) years Records Management or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in Financial Crime Risk Management (FCRM) and/or Compliance Risk Management (CRM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of principles, practices, and methods of records management, Florida Statute 119, which include identification, storage, circulation, retention, and disposal of records; strategies, tools, and technologies used to capture, manage, store, preserve and deliver information manually or electronically.
- Ability to work with the Legal Affairs department, coordinating records requirements and providing research in support of Public Records requests in accordance with F.S. 119.
- Knowledge of data structure and information flow to enable one to review, recommend, and revise organizational business policies to achieve compliance with technology, legal, and records requirements.
- Skills in Microsoft Office Suite and record management systems.
- Ability to participate in continuing education, research, networking, and professional and industry organizations to develop, maintain, and advance competencies.
- Ability to manage during periods involving changes in tasks, work environment, or conditions affecting the organization.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RECORDS AND INFORMATION TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Technician is responsible for a variety of administrative tasks within the Records and Information Center (RIC), including the maintenance of filing systems, logs, and records. The position maintains accurate records and ensures compliance with established procedures, ultimately supporting the overall efficiency of the Records and Information Center.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for processing requests for Police Incident Reports and computer-aided dispatch (CAD) reports received daily; compiles requested documentation from RIC systems and coordinates with other departments.
- Performs first level review on all requests for Police Incident Reports and CAD reports and prepares and sends to Records Coordinator for quality control process.
- Prepares files for destruction with the City of Tampa.
- Serves as liaison to the Maintenance department to coordinate deliveries.
- Responsible for the receipt and distribution of incoming mail; responsible for processing outgoing mail and packages.
- Regularly uploads completed and executed documents received from various departments into file system for long-term storage.
- Assists staff and the public as required.
- Responds to inquiries and search files for requested information.
- Maintains timely and accurate up-to-date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.
- Performs other administrative duties such as photocopying, ordering and issuing supplies.
- Processes payments on invoices for courier and shipping services.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- One (1) year of clerical/administrative experience.
- Or an equivalent combination of education, training and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) year experience in public records requests and record keeping.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures, policies, and rules of RIC unit.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill in the use of computers, computer-related software or programs, local networks, databases, and internet search engines.
- Ability to transcribe documents and information from different sources.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RESEARCH DATA ANALYST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs & Partnerships, the Research Data Analyst is responsible for generating data-driven insights that support the Authority's air service development efforts, marketing strategies, and overall strategic objectives. This role emphasizes the use of data analytics and existing tools to enhance the Authority's business and market intelligence initiatives. Additionally, the Research Data Analyst assists in the creation of comprehensive multimedia presentations and reports that effectively communicate research findings and recommendations.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs routine business analysis of primary and secondary data sources, utilizing advanced statistical analysis and data mining techniques to synthesize research data into actionable insights.
- Maintains and organizes all research data files and reports, ensuring easy access and compliance with data management standards.
- Assists in the creation of high-quality multimedia presentations and written reports that communicate research results, findings, and recommendations effectively.
- Provides analytical support to various business units within the Authority, assisting them in data-driven decision-making processes.
- Tracks and reports on key performance indicators related to air service development and marketing strategies, providing insights for continuous improvement.
- Responds to ad hoc research requests from internal stakeholders, providing timely and relevant data analyses to support their needs.
- Manages ongoing ASQ survey process and vendor, as well as other external data vendors as the need arises.
- Assists with other Marketing & Communications department activities as needed including but not limited to community outreach events and in-terminal passenger marketing activations and celebrations.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Data Analytics, Business Analytics, or related field.
- Three (3) years experience in performing statistical analysis, data analysis, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Data Analytics, Business Analytics or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of data analysis principles and techniques, including advanced statistical analysis and data mining, to support research objectives.
- Knowledge of business intelligence software and tools used to collect, analyze, and present market data to support strategic decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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RISK MANAGEMENT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Risk and Safety, the Risk Management Specialist is responsible for identifying, assessing, and mitigating risks that may affect the Authority's operations and objectives. This position involves analyzing risk data, developing risk management strategies, and implementing policies to minimize potential losses. The Specialist will also collaborate with various departments to ensure compliance with regulatory requirements. Additionally, the role includes preparing reports on risk assessments and providing training to staff on risk management practices and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and approves certificates of insurance from contractors, subcontractors, vendors, suppliers, and tenants to ensure compliance with contractual insurance requirements, including project closeouts.
- Monitors and tracks certificates of insurance, issues notices of pending expirations to ensure continuous compliance.
- Communicates and follows up with insurance agents, contractors, and vendors to obtain corrected or renewal certificates of insurance as needed.
- Generates compliance and other reports from the certificate of insurance tracking database for management review and decision-making.
- Establishes contractual insurance coverages and limits, including those related to the Authority Tenant Work Permit and General Aviation operations.
- Reviews proposed solicitations, contracts, and agreements to ensure they include acceptable insurance language, coverages, and limits.
- Conducts audits of new contracts to ensure all insurance requirements are monitored and tracked throughout the life of the contract.
- Processes requests for Authority certificates of insurance from third parties, ensuring timely and accurate responses.
- Verifies performance and payment bonds with issuing institutions or banks to ensure compliance with contractual obligations.
- Supports efforts to identify, control, and plan for institutional risks through data collection and analysis related to insurance policies and renewals.

- Participates in facility inspections as necessary to assess compliance with safety and risk management protocols.
- Represents the Enterprise Risk Management (ERM) Department at Pre-Bid Conferences, providing insight on risk management requirements.
- Responds to personal injury and property damage reports, coordinating necessary follow-up actions and documentation.
- Assists with various banking-related functions such as wire transfers, stop payments, and reconciliations to support the financial operations of the Authority.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in PROPworks Property and Revenue Management System or a similar risk management information system.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of risk management principles, practices, and regulatory requirements, including familiarity with insurance coverage types and claims processes.
- Skill in analyzing risk data and preparing detailed reports on findings, trends, and recommendations for management review.
- Skill in using Microsoft Office applications, particularly Excel and Word, for data management, reporting, and correspondence.
- Ability to collaborate with various departments to promote a culture of risk awareness and ensure compliance with risk management policies.
- Skill in project management, allowing for the coordination of multiple tasks and initiatives to achieve organizational objectives effectively.
- Ability to use initiative, think independently, and exercise sound judgment when making decisions related to risk assessment and management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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SAFETY MANAGEMENT SYSTEM SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Safety, the Safety Management System Specialist is responsible for assisting with regulatory inspections of both Movement and Non-movement areas, ensuring compliance with safety regulations under Title 14 of the Code of Federal Regulations Part 139. This role involves monitoring hazard reporting systems, maintaining training records and Safety Management System (SMS) communications, and assisting in safety meetings and training initiatives to promote a culture of safety. The Specialist will also assist in risk management assessments, maintain records of safety investigations, and promote SMS objectives across Tampa International Airport (TPA).

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Tack and trend reported hazards using the TPA Safety Management System (SMS).
- Track and trend vehicle and facility damage incidents to ensure proper mitigation measures are in place.
- Attend stakeholder safety meetings to address safety concerns and ensure compliance.
- Participate in Safety Management System Committee meetings to address safety risks and improvements.
- Assist with safety audits and risk assessments to ensure compliance with HCAA SMS.
- Identify risk controls and suggest mitigation strategies for issues identified during risk assessments.
- Assist with incident analysis to determine root causes.
- Monitor and enforce safety infractions, ensuring accountability and adherence to safety policies.
- Assist in investigating safety hazards and incidents, providing accurate record retention.
- Support the development and implementation of the Safety Management System (SMS) with TPA
- Work with cross-functional teams to ensure a cohesive and comprehensive safety strategy.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Associate's Degree in Safety Engineering, Industrial or Environmental Health and Safety, or related field.
- Two (2) years experience in safety compliance
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Certifications ? (need names).
- Safety Management System (SMS) experience.
- FAA regulations experience, specifically FAA Part 139.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local regulations related safety, specifically within the aviation industry.
- Knowledge of Safety Management Systems (SMS) and safety auditing processes.
- Ability to track and trend safety data, identifying hazards.
- Skills in risk assessments and incident analysis.
- Ability to develop safety training programs to various stakeholders and levels of TPA staff.
- Excellent written and oral communication skills, with the ability to provide clear and concise reports.

- Ability to work collaboratively with cross-functional teams to ensure comprehensive safety protocols.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SECURITY OPERATIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Security Compliance Operations Manager is responsible for the daily oversight of Security Operations compliance. The primary function is to ensure the overall effectiveness of all written security documentation, guaranteeing compliance with relevant airport security policies, procedures, and regulations. This position collaborates with the Authority's Cybersecurity department and liaises with TSA to ensure all TSA cybersecurity requirements are met.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops comprehensive training guides and programs.
- Conducts monthly or as-needed training and outreach programs.
- Confirms compliance standards for security-related recurrent training. Assist in the credentialing process for ID media applicants.
- Adjudicates Criminal History Records Information (CHRI) for applicants.
- Monitors and ensures compliance with Federal regulations, TSA requirements, and the Airport Security Plan.
- Issues Security Violations for compliance-related issues.
- Attends hearings for ID Media suspension or revocation.
- Analyzes violation data and revises training programs.
- Reviews security violations for appropriateness and consistency.
- Acts as the "on-call" Airport Security Coordinator.
- Assists aircraft operators, foreign air carriers, and airport tenants with security-related issues.
- Maintains a system of checklists for audit and inspection criteria.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Four (4) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must complete Airport Security Coordinator training and designation within 30 days of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of security policies, procedures, and guides.
- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of current cybersecurity trends and best practices.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting

- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SECURITY PROJECTS AND ACCESS CONTROL COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Security Projects and Access Control Compliance Manager is responsible for coordinating and leading projects to ensure adherence to all Airport Security Program requirements, TSA regulations, and Security Directives. This role involves monitoring, tracking, and coordinating access control requirements and permissions for all airport employees, contractors, vendors, and tenants, as well as maintaining and updating access levels for existing and new personnel. The duties of this position are mandated by the Transportation Security Administration (TSA) and are critical for national security at airports. Additional responsibilities include conducting performance reviews, advancing security initiatives, providing on-call 24/7 Access Control Support, and regularly assessing and enhancing the overall security program to identify opportunities for improvement.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews and addresses administrative and operational issues related to TSA security mandates, ensuring compliance and operational integrity.
- Manages, coordinates, and directs security-related projects and initiatives across the Authority, including those involving Fixed Based Operators and General Aviation airports.
- Acts as an “on-call” Airport Security Coordinator, providing 24/7 availability to the TSA and responding to urgent security needs.
- Creates, compiles, prepares, and disseminates various reports for airport tenants, airline managers, contractors, staff, FAA, and law enforcement agencies.

- Oversees the financial performance of the Airport Credentialing Office, ensuring effective resource allocation and budget adherence.
- Conducts audits of all tenants' security procedures and records, ensuring compliance with background checks, security training requirements, and credential statuses.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Five (5) years experience in airport operations, airport security, or related field.
- Two (2) years supervisory experience
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Current Airport Security Coordinator designation with at least one (1) year of ASC experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of security policies, procedures, and guides.

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of current cybersecurity trends and best practices.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing.
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR ACCOUNTANT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Accounting, the Senior Accountant is responsible for analyzing, recording, and reporting on various aspects of financial planning and budgeting activities for the Authority. The Senior Accountant will create, maintain, and audit financial records, participate in developing the annual operating expense budget, and support departments with monthly revenue and expense projections. The Senior Accountant is key in providing analytical support for business initiatives while balancing investment risks with anticipated returns to optimize capital and operational expenditures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Monitors month-end accounting processes and analyzes variances between actual and expected outcomes.
- Conducts forecast variance analysis and effectively communicates variance drivers to finance leadership.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals related to expense allocation.
- Participates in the overall development and management of the annual operating expense budget.
- Contributes to monthly forecast submissions and updates to the Finance team.
- Generates insights from financial analyses, interpreting data to communicate key takeaways to stakeholders.
- Support departments with monthly revenue and expense projections utilizing the finance and accounting software applications.
- Ensures compliance with airport accounting policies regarding cost management.
- Prepares complex journal entries and post transactions, including fund transfers across departments and cost centers.
- Provides inputs to the business plan and actual calculations of rates and charges.
- Supports key business initiatives with analytical modeling and financial assistance.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Accounting, Finance, or related field.
- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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SENIOR ACCOUNTANT-ACCOUNTS RECEIVABLE

GENERAL DESCRIPTION

Under the general direction of the Accounts Receivable and Revenue Control Finance Manager, the Senior Accountant-Accounts Receivable is responsible for executing a full range of professional accounting duties related to the Accounts Receivable function. This role involves performing accounting tasks and reconciliations associated with collections, invoicing, statistics, and reporting for airport tenants, including airlines, rental cars, and concessionaires. Additionally, this position manages the Reporting Portal, audits report accuracy, assists in the collections process, and maintains correspondence with major tenants to ensure timely financial and statistical data reporting.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes accounting and fiscal data, records and reports for all revenue generating agreements and contracts across the airport, including but not limited to airlines, rental cars, and concessionaires.
- Tracks and reports statistics related to passenger enplanement activity, passenger facility charge reports, concessions gross receipts, etc.
- Prepares revenue invoices for the Authority's active agreements/leases and ensures transactions post to proper fiscal periods and accounts including moving funds across functional business units within assigned department/agency.
- Reviews monthly airlines' statistical reports for accuracy, invoicing, and to identify activity trends.
- Audits report accuracy versus Authority systems to ensure the Authority receives accurate revenue.
- Manages Reporting Portal and coordinates with Authority staff to ensure that the portal reflects active agreements configuration and appropriate financial values to ensure accurate revenue and reporting.
- Assists in the monthly collections process.
- Tracks and reviews remittance of Customer Facility Charge and Passenger Facility Charge reports to ensure compliance.
- Record miscellaneous journal entries for non-invoiced revenue.
- Correspond with all major airport tenants to ensure the accurate and timely reporting of financial, statistical, and sales data.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years of professional accounting experience in aviation, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the organization's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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SENIOR ACCOUNTANT-GENERAL LEDGER

GENERAL DESCRIPTION

Under the general direction of the Controller, the Senior Accountant-General Ledger is responsible for performing a comprehensive range of professional accounting duties, including preparing complex journal entries and posting transactions to the appropriate accounts. Additionally, the position requires high-level analytical skills to analyze financial reports and forecasts and play a leading role during the year-end financial audit by interacting directly with auditors. Responsibilities include cash management duties, liaising with the Director of Financial Planning and Reporting to improve financial policies and internal controls, and supporting the accounts payable team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepare complex journal entries and post transactions to the appropriate accounts, including inter-fund financial activity across various business units within the assigned department/ agency.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals to ensure accuracy and compliance.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP) and assists in implementing new Governmental Accounting Standards Board (GASB) pronouncements.
- Analyzes financial reports and forecasts using high-level analytical skills and thorough knowledge of accounting principles.
- Supports the month-end and year-end close processes, monitoring operating expenses for completeness before closing monthly profit and loss statements.
- Acts as a lead during the year-end financial audit process, interacting directly with auditors and supplying Prepared by Client (PBC) data requests.
- Performs cash management duties, including bank reconciliations, book transfers, and downloading electronic statements, while assisting with uploading payroll and accounts payable data files to the bank.
- Provides support to the accounts payable team regarding PCard transactions, adjusting invoice cost distributions, and ACH transaction assistance.
- Ensures the integrity of financial data by performing regular reviews and reconciliations of accounts.
- Participates in the development of financial strategies and contribute to the overall financial planning efforts of the organization.

- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the Authority's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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SENIOR ACCOUNTANT-PAYROLL

GENERAL DESCRIPTION

Under the general direction of the Payroll Operations Finance Manager, the Senior Accountant-Payroll is responsible for performing accounting work focused on reviewing, processing, and maintaining payroll-related fiscal records. The Senior Accountant compiles data for the preparation of operating budgets, analyzes and audits accounting and fiscal data, and prepares detailed financial reports and summaries. Additionally, this role involves reconciling and balancing financial statements and accounting records, receiving funds, preparing deposits, and reconciling bank statements, as well as accurately posting transactions to the appropriate accounts.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Compiles and organizes data for the preparation of operating budgets, ensuring accuracy and completeness.
- Analyzes and audits accounting and fiscal data, records, and reports to identify discrepancies and ensure policy compliance.
- Prepares detailed accounting and fiscal reports, statements, and summaries for internal and external stakeholders.
- Reconciles and balances financial statements and accounting records to maintain accurate financial reporting.
- Receives funds and prepares deposits, ensuring proper handling and documentation of financial transactions.
- Reconciles bank statements regularly to ensure all transactions are accounted for and discrepancies are resolved.
- Posts transactions to the appropriate accounts in the general ledger, ensuring accurate financial tracking.
- Collaborates with the payroll team to ensure timely and accurate processing of payroll transactions.
- Assists in the development and implementation of payroll procedures and best practices to enhance efficiency.
- Maintains organized and detailed records of all payroll-related transactions and adjustments.
- Monitors and ensures compliance with relevant laws and regulations related to payroll and financial reporting.

- Assists in the training and onboarding of new team members, sharing knowledge of payroll processes and systems.
- Analyzes payroll trends and provides insights to management for decision-making purposes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers' Compensation laws.
- Knowledge of payroll software and systems (e.g., ADP, Paychex, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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SENIOR ACCOUNTANT-TREASURY

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Senior Accountant-Treasury is responsible for managing capital expenditure cash flows and seeking opportunities to optimize investment returns on available funds. This role involves performing monthly Master Plan reconciliations, supporting the development of the internal project Funding Source Application, and preparing multi-year cash flow projections for all funds of the Authority. The Senior Accountant-Treasury also assists in managing the Authority's debt portfolio, ensuring compliance with debt covenants and disclosure requirements, while monitoring daily cash flows, bank balances, and fund balances.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs monthly Master Plan Reconciliations - Actuals and Commitments.
- Prepares multi-year cash flow projections for all Authority funds and makes recommendations regarding the length and timing of investment maturities.
- Monitors and reconciles daily cash flows, bank balances, and fund balances to ensure accurate financial reporting.
- Summarizes monthly project expenditures by funding source to provide insights into financial performance.
- Maintains current information on treasury portfolio holdings and actively monitors securities to ensure alignment with investment strategies.
- Performs complex governmental inter-fund accounting journal entries to reconcile project funds and maintain financial integrity.
- Reports on investment fund activity and performance, providing detailed analyses to inform decision-making.
- Executes investment trades by completing transactions and communicating effectively with brokers and safekeeping banks.
- Assists in preparing and reviewing official statements and feasibility studies during bond or other debt issuance processes.
- Initiates first-of-the-month operating and debt service fund transfers to ensure liquidity and operational efficiency.

- Projects cash liquidity needs to ensure that daily disbursements and construction obligations are met without disruption.
- Provide support and guidance to junior staff members, fostering their development and enhancing team capabilities.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years of professional accounting experience in aviation or municipal financial analysis, budgeting, treasury or investments.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.

- Knowledge of investment and cash management principles to optimize the organization's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & climbing
- Frequent typing

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SENIOR ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety and Security, the Senior Administrative Assistant is responsible for providing comprehensive administrative and secretarial support to facilitate the efficient operation of the department. The Senior Administrative Assistant also leads administrative staff, ensuring accurate and timely completion of tasks while implementing improvements to internal workflows and administrative policies. Additionally, the position makes recommendations on budgetary matters and serves as a liaison between the Vice President and various stakeholders, including high-ranking officials and community groups. The Senior Administrative Assistant plays a critical role in maintaining organizational effectiveness and supporting the overall mission of the department.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently perform a variety of paraprofessional administrative, secretarial, and confidential functions supporting the VP.
- Make travel and lodging arrangements and complete travel reimbursement documentation efficiently.
- Initiate and schedule appointments, reserve venues, coordinate attendees, and assemble necessary materials for meetings.
- Review outgoing correspondence for consistency, compliance with administrative policies, and accuracy in formatting and grammar.
- Initiate and compose agendas, minutes, memos, spreadsheets, logs, invoices, and reports for the director or agency head's approval.
- Interpret, recommend, and implement improvements to administrative policies and internal workflow procedures.
- Determine priority status for incoming correspondence and requests, ensuring urgent matters are addressed promptly.
- Ensure requests for action or information are completed or referred to appropriate personnel in the director's absence.
- Process, coordinate, and adjust payroll, timekeeping, schedules, and leave requests for the department.
- Serve as a liaison for the director or agency head, disseminating directives and following up on time-sensitive items within the department.

- Attend meetings with customers, special interest groups, and high-ranking officials on behalf of the director or agency head to represent the department effectively.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration, or related field.
- Three (3) years experience in administrative/secretarial functions.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, precedents, regulations, executive orders, and rules relevant to the department.
- Knowledge of executive administration practices, including word processing, file management, transcription, and form design.
- Knowledge of customer service principles and processes, including assessing needs and evaluating satisfaction levels.
- Skill in managing time efficiently for oneself and coordinating the time of others effectively.

- Skill in using logic and reasoning to identify complex problems and evaluate various solutions or approaches.
- Ability to exercise discretion and independent judgment when evaluating information and making decisions.
- Ability to transcribe documents and information accurately from various sources.
- Ability to prepare and maintain detailed reports and records of activities and correspondence.
- Ability to adapt to changing priorities and manage multiple tasks in a dynamic work environment.
- Skill in utilizing various software applications to enhance productivity and streamline administrative processes.
- Knowledge of basic financial management principles, including budget tracking and expense reporting.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR AUDITOR

GENERAL DESCRIPTION

Under the general direction of the Audit Manager, the Senior Auditor plays a crucial role in assisting the Authority in achieving its mission by delivering risk-based and objective assurance, advice, and insights. This position involves conducting professional assurance and consulting engagements, encompassing all planning phases, fieldwork, and reporting. The Senior Auditor is responsible for developing audit objectives, programs, and the appropriate scope and procedures necessary to fulfill the annual audit plan. As a key member of the Internal Audit team, the auditor collaborates with various departments and commercial entities to identify risks, provide valuable recommendations, and drive positive organizational change.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans and executes assurance and consulting engagements, focusing on departmental processes, gross receipts from concessionaires, and expenditures of contractors and vendors.
- Assigns tasks and oversees the work of staff and intern-level auditors involved in various audit engagements.
- Obtains and reviews evidence to ensure that engagement conclusions are well-documented and supported by thorough analysis.
- Identifies and communicates issues raised during audits, offering relevant recommendations to mitigate risks and enhance business processes.
- Prepares and reviews engagement reports and analyses for completeness and compliance with objectives, professional auditing standards, and departmental procedures.
- Represents the Internal Audit department in external meetings and conferences, sharing insights and maintaining professional relationships.
- Assists in the development and implementation of internal audit strategies and objectives.
- Provides mentorship and guidance to junior auditors, fostering their professional growth and development.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, or related field.
- Three (3) years of experience as a professional auditor.
- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- Or equivalent combination of education, training, and experience.
- If not currently a Certified Internal Auditor, will be expected to become certified by the end of the second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.

- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Knowledge of federal, state, and local laws, ordinances, rules, and regulations pertaining to fiscal management of government agencies, especially those funded by federal grants.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Ability to proactively research business best practice concepts to apply as appropriate.
- Skill in handling competing priorities to meet deadlines and commitments.
- Intermediate to advanced skills in the Microsoft Office Suite.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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SENIOR BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Senior Business Analyst is responsible for translating the terms and conditions of revenue contracts into a framework that populates the lease management and billing database to generate accurate invoices. The analyst performs advanced technical duties, focusing on the analysis and development of improved managerial policies, practices, and procedures. Additionally, this position entails providing expert guidance and coordination to various departments and agencies by evaluating organizational structures and existing programs and identifying areas for corrective action and operational improvement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the billing rule function for the Real Estate Department by translating revenue contract terms and conditions into an invoicing framework.
- Supports revenue contract managers in ensuring compliance with contractual obligations and maintaining up-to-date billing information.
- Independently track contract expiration dates, renewals, and amendments, facilitating regular reporting meetings to ensure adherence to board-approved terms.
- Collaborates with the billing team to ensure effective communication regarding contract changes and updates.
- Serves as the primary contact for changes or software updates related to the lease management database and other departmental tools.
- Organizes and utilizes complex contract terms to coordinate the department's annual revenue budget forecast.
- Functions as project coordinator for major management system review projects, including work measurement studies and operational audits.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or a related field.
- Three (3) years of experience in developing, implementing, and evaluating business methods and procedures.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management principles, practices, and procedures relevant to the real estate industry.
- Knowledge of analysis and research techniques, methods, and procedures applicable to complex organizational structures.
- Knowledge of contract terms and conditions relevant to revenue generation and billing processes in real estate.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking

- Sitting up to 6 hours per day
- Continuous typing

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SENIOR BUSINESS SYSTEMS ANALYST I

GENERAL DESCRIPTION

Under the general direction of a Business Systems Analysis Manager, the Senior Business Systems Analyst I is a leadership role responsible for providing both functional and technical support to end users regarding enhancements, issues, and projects related to HCAA applications. The Senior Business Systems Analyst I will also be tasked with responding to, documenting, and resolving service tickets in a timely manner according to established service level agreements (SLA). This position involves performing root cause analysis, developing checklists for common enhancements and issues, and recommending procedures and controls. Supporting multiple applications and domain areas, including ERP, GIS, interfaces, and Cloud Services, the role may require independent work, collaboration with consulting resources, and mentoring of lower-level business systems analysts.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Drive collaboration between business and delivery teams to prioritize requirements based on business value, technical feasibility, and dependencies.
- Lead and facilitate various techniques to elicit and analyze business requirements, including interviews, workshops, surveys, site visits, and storyboards.
- Proactively shape business requirements by challenging assumptions, proposing innovative alternatives, and aligning them with organizational objectives.
- Thoroughly understand technical options, limitations, costs, and risks, and effectively communicate trade-offs to influence business partners' requirements definitions.
- Translate complex and ambiguous user requirements into clear, detailed, and coherent functional requirements.
- Identify and resolve competing priorities among stakeholder groups by facilitating strategic discussions and decision-making.
- Oversee requirements scoping throughout the delivery process, ensuring alignment with project objectives and business needs.
- Create comprehensive and persuasive artifacts, including business case documentation, scope documentation, and process flows, to support project justification and approval.
- Provide expert guidance and support to delivery teams throughout development, testing, and deployment phases to ensure successful solution implementation.

- Conduct thorough reviews of delivery team outputs to validate requirements interpretation and define comprehensive test cases for quality assurance.
- Conduct in-depth troubleshooting and root cause analysis for complex software issues, collaborating with technical teams for effective solutions.
- Plan and oversee application system upgrades, new releases, and migrations, ensuring minimal disruption to business operations and maximum value realization.
- Collaborate with team members, consultants, and software vendors to identify, prioritize, and resolve critical software defects and drive continuous improvement.
- Design and document innovative functional application solutions and technical integrations/reports to enable new capabilities and support long-term business objectives.
- Oversee the end-to-end lifecycle of complex and high-priority service tickets, ensuring timely resolution, effective communication, and stakeholder satisfaction.
- Champion the Authority Change Management process, promoting best practices and driving continuous improvement across the application lifecycle.
- Analyze new releases of packaged software and provide strategic recommendations on feature enablement and adoption based on business value and alignment with organizational goals.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Computer Science or a related field of study.

- Three (3) years of experience in Business Analysis or Systems Analysis and Quality Assurance Testing.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CPO, etc. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of determining explicit and implicit needs and requirements of various stakeholders.
- Ability to quickly learn the objectives, structures, operations, and policies of new business areas.
- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Skill in effectively engaging both developers and business partners to achieve targeted outcomes.
- Knowledge of translating complex technical information into understandable terms for various stakeholders, both verbally and in writing.
- Skill in creating documentation such as business case documentation and business requirements summaries.
- Skill with agile development methodologies and agile planning tools to drive project success.
- Knowledge of cloud services, including SaaS, PaaS, and IaaS, and their implications for business solutions.
- Skill with product ownership/management and roadmap creation for aligning technology initiatives with business strategy.
- Skill with testing and testing frameworks to ensure solution quality and effectiveness.
- Knowledge of data analytics and SQL to support informed decision-making and reporting.
- Skill in managing multiple priorities and tasks simultaneously in a fast-paced environment.
- Knowledge of industry best practices and emerging trends to inform strategic planning and implementation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR BUSINESS SYSTEMS ANALYST II

GENERAL DESCRIPTION

Under the general direction of a Business Systems Analysis Manager, the Senior Business Systems Analyst II is a leadership role responsible for providing both functional and technical support to end users regarding enhancements, issues, and projects related to HCAA applications. The Senior Business Systems Analyst II develops budgets, follows project management processes, leads and coaches teams, and prioritizes customer satisfaction, making this role critical in bridging the gap between business needs and technical solutions. Additionally, the position involves overseeing the analysis, design, and implementation of systems that support business operations while providing thought leadership and mentorship to the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads a team of business systems analysts by ensuring they have the necessary skills, resources, and support to effectively carry out their duties, including setting goals and fostering a collaborative work environment.
- Leverage experience in relevant business areas to recommend strategic solutions and drive high-quality requirements gathering.
- Collaborates with business stakeholders to understand their requirements for new or existing systems through interviews, workshops, and analysis sessions to elicit, document, and analyze requirements comprehensively.
- Works with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Lead initiatives to streamline and re-engineer business processes, leveraging industry best practices and emerging technologies.
- Analyze current processes and models to identify inefficiencies, gaps, and opportunities for optimization and automation.
- Collaborate with team members, consultants, and software vendors to identify, prioritize, and resolve critical software defects and drive continuous improvement.
- Leads and facilitates a variety of techniques to elicit and analyze business requirements, such as interviews, workshops, surveys, site visits, and storyboards.
- Proactively shapes business requirements by challenging assumptions, proposing innovative alternatives, and aligning them with organizational objectives.

- Thoroughly understands technical options, limitations, costs, and risks, and effectively communicate trade-offs to business partners to influence requirements definition.
- Translates complex and ambiguous user requirements into clear, detailed, and coherent functional requirements.
- Proactively identifies and resolves competing priorities between stakeholder groups by facilitating strategic discussions and decision-making.
- Champion the Authority Change Management process, promoting best practices and driving continuous improvement across the application lifecycle.
- Oversees requirements scoping throughout the delivery process, ensuring alignment with project objectives and business needs.
- Plans and oversees application system upgrades, new releases, and migrations, ensuring minimal disruption to business operations and maximum value realization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in Business Analysis, Systems Analysis, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one advanced certification in analytics/business analysis, project management, or in product leadership/product ownership. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of determining explicit and implicit needs and requirements of various stakeholders.
- Ability to quickly learn the objectives, structures, operations, and policies of new business areas.
- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Skill in effectively engaging both developers and business partners to achieve targeted outcomes.
- Knowledge of translating complex technical information into understandable terms for various stakeholders, both verbally and in writing.
- Skill in creating documentation such as business case documentation and business requirements summaries.
- Skill with agile development methodologies and agile planning tools to drive project success.
- Knowledge of cloud services, including SaaS, PaaS, and IaaS, and their implications for business solutions.
- Skill with product ownership/management and roadmap creation for aligning technology initiatives with business strategy.
- Skill with testing and testing frameworks to ensure solution quality and effectiveness.
- Knowledge of data analytics and SQL to support informed decision-making and reporting.
- Skill in managing multiple priorities and tasks simultaneously in a fast-paced environment.
- Knowledge of industry best practices and emerging trends to inform strategic planning and implementation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR CONSTRUCTION INSPECTOR

GENERAL DESCRIPTION

Under the general direction of a Senior Construction Project Manager, the Senior Construction Inspector performs as a lead worker inspecting construction projects for compliance with construction plans, specifications, and monitors course of corrective action to bring them into compliance. This position is involved with quality control, safety, impact analysis, risk management and general field oversight. The Senior Construction Inspector coordinates construction activity between other departments, concessionaires, utility companies, and the general public.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and acts on administrative and operational problems to ensure construction projects are completed on schedule.
- Reviews building construction plans and specifications. Inspects the construction for compliance which could include the installation of, structural systems, architectural, Mechanical, Electrical, Plumbing and Fire protection (MEPF) systems, civil, and Furniture, Fixtures, and Equipment (FF&E).
- Documents the day-to-day job site activities including OSHA safety compliance
- Communicates issues, events, performance, and progress daily to the Project Manager
- Establishes effective working relationships with contractors, designers, and Authority team members.
- Assist in evaluating construction schedules.
- Participates in safety meetings.
- Participates in weekly Owner, Architect, Contractor meetings.
- Complete daily reports.
- Participates in closeout and punch list.
- Ensures adequacy of construction, safety, and compliance with approved plans, specifications, and submittals and when applicable determines course of corrective action to bring them into compliance.
- Reads and interprets blueprints, specifications, Request for Information (RFI)s, Architect's Supplemental Instruction (ASI)s, Electronically Stored Information (ESI) and test results.
- Enforces compliance with plans, specifications, codes, and regulations through discussions with contractors.

- Attends preconstruction conferences with contractors to review plans, specifications, drawings, and proposed methods of implementing the work.
- Communicates to Project Management any concerns with contractors and construction with regards to deficiencies or compliance of contract documents.
- Oversees construction activities to guarantee the safety of the public, employees, and workers while simultaneously safeguarding the Authority's assets throughout the project lifecycle.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years of professional experience in building construction or similar industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building construction, mechanical, electrical, gas, and plumbing system construction.
- Knowledge of building inspection methods and procedures.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Skill in leveraging exceptional interpersonal and communication abilities to effectively collaborate with contractors, stakeholders and team members.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR CONSTRUCTION PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Construction, the Senior Construction Project Manager is responsible for managerial and administrative work in planning, organizing, directing, and executing new Construction. This position is involved in all aspects of construction including coordination, quality control, safety, scheduling, risk management, cost control, change management, dispute resolution, and are also involved in the design of projects. This position recommends recovery schedules, value engineering of design elements, and evaluates the overall risk of the project and work with fellow team members in improving safety. The Senior Construction Project Manager interacts with the Authority's consultants, engineers, parking & retail vendors, Operations, FAA, Maintenance, City of Tampa, and other agencies in representing the Authority's interest.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and directs construction and improvement projects for the Authority.
- Develops and implements a comprehensive compliance framework to track and monitor both State and Federal programs, ensuring all construction projects adhere to regulatory standards and organizational policies while mitigating risks throughout the project lifecycle.
- Oversees the contractors pay application approval process and negotiate contractor's Schedule of Values.
- Provides leadership for the airport's construction program and provide guidance for the day-to-day operations, administration, and decision making.
- Develops and implements new policies and programs needed to track and monitor contract adherence.
- Works with project inspectors as required ensuring contract compliance and continuity.
- Coordinates and notify tenants and fellow departments as needed when services are being impacted or interrupted.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Four (4) years experience in construction administration, construction management, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Project Management certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.

- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR CULTURE & EXPERIENCE BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Innovation, the Senior Culture & Experience Business Partner is responsible for fostering a positive organizational culture, enhancing employee experience, and managing a variety of HR initiatives. This role involves developing and implementing strategies to improve workplace morale, drive employee engagement, and support a thriving work environment. This position will work closely with the Leadership and Employee Development team and various departments to ensure alignment with organizational goals and promote a culture of excellence and innovation.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and executes cultural intelligence initiatives that promote a positive, inclusive, and engaging workplace culture. Fosters an environment where employees feel valued and motivated.
- Implements the Employee Experience Council initiatives and programs to improve the overall employee experience, from onboarding to career development. Ensures that employee needs and expectations are met effectively.
- Assists with performance management process and training, assisting with performance improvement plans.
- Plans, organizes events, and assists with facilitation (including Leadership off-sites) of activities that support team building, employee engagement, and organizational culture.
- Assists in managing organizational change by developing communication strategies, addressing employee concerns, and ensuring smooth transitions.
- Leads developing, implementing, and maintaining the organization's annual strategic plan (Flight Plan). Ensures the plan is accurately documented, regularly updated, and aligned with organizational goals and objectives. Collaborate with key stakeholders to track progress, address discrepancies, and make necessary adjustments to drive organizational success.
- Interviews and surveys employees and managers to gather and document job, organizational, and occupational information, including duties, responsibilities, and skills required by each job.
- Manages the wellness program, ensuring the ongoing effectiveness of existing initiatives and facilitating the implementation of new wellness strategies.

- Participates in user group meetings/conferences and assist with special projects.
- Oversees and coordinates various programs, including team building, creative problem-solving assessments, and training tools.
- Initiates ideas for employee volunteer opportunities.
- Ensures programs are aligned with organizational goals and effectively support employee engagement and satisfaction.
- Coordinates Employee Engagement Survey.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources or related field required.
- Three (3) years experience in a Human Resources professional role.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources or related field required.
- Previous experience with organization development and/or culture.

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resource laws, regulations, and best practices.
- Knowledge and skill with HRIS and other relevant software tools.
- Skills with interpersonal and technical support.
- Skills with organizational and time management. Ability to meet deadlines.
- Skills and ability to use Microsoft Office Suite or similar software.
- Skills in project management and the ability to focus on detail.
- Ability to be proactive and independent and take initiative.
- Ability to maintain work-related records and prepare reports.
- Ability to analyze data and use insights to drive decision-making and improvements.
- Ability to be an innovative thinker with a passion for creating and implementing new HR strategies.
- Ability to be a collaborative team player with a proactive approach to problem-solving.
- Ability to foster a positive, inclusive, and engaging workplace culture.
- Ability to utilize interpersonal skills when working with customers and peers to accomplish project goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR DATABASE ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Applications Development Manager, the Senior Database Administrator develops and implements long-term database strategies aligned with organizational goals. This position designs and architects complex, high-performance, and scalable database systems to support critical business applications. Additionally, the Sr. DBA investigates and resolves complex database issues, enforce database standards and best practices, evaluate new database technologies, and provides guidance to other members of the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements long-term database strategies that align with organizational goals and objectives.
- Designs and architects complex, high-performance, and scalable database systems to support critical business applications.
- Conducts performance analysis and tuning of databases to optimize resource utilization and minimize response times.
- Develops and implements advanced backup and disaster recovery strategies to ensure business continuity and minimize data loss.
- Investigates and resolves complex database issues, including performance bottlenecks, data corruption, and security breaches.
- Develops and enforces database standards, best practices, and policies to maintain consistency and reliability across the organization.
- Evaluates and recommends new database technologies, tools, and methodologies to improve efficiency and performance.
- Collaborates with business stakeholders to understand their data requirements and propose effective solutions to meet their needs.
- Develops and delivers training programs to educate developers, analysts, and other stakeholders on database concepts and best practices.
- Ensures regulatory compliance and data security by implementing and auditing database access controls, encryption, and other security measures.
- Manages database vendors and service providers, ensuring they meet service level agreements and deliver value to the organization.

- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of experience working with databases, including installation, configuration, and maintenance, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Oracle Certified Professional (OCP) certification.
- Oracle Certified Expert (OCE) and Oracle Certified Master (OCM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of SQL and PL/SQL programming languages with strong proficiency in writing complex queries and procedures.

- Knowledge of database architecture and design principles, including normalization, indexing, and data modeling.
- Knowledge of database security and compliance requirements, including best practices for data protection and access control.
- Knowledge cloud-based database solutions, understanding the implications and benefits of cloud architecture.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR EXECUTIVE ADMINITRATIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

GENERAL DESCRIPTION

Under the direction of the Chief Executive Officer (CEO), the Senior Executive Administrative Assistant serves as a trusted partner, providing high-level administrative and operational support to ensure the CEO can function at peak efficiency. This role is critical in managing the flow of information, prioritizing complex schedules and requests, and exercising sound judgment in handling sensitive matters and competing priorities.

Acting as a key liaison, the Executive Assistant engages regularly with the Executive Team, Leadership Team, Board members, internal staff, and external stakeholders, facilitating seamless communication and coordination. With a proactive and anticipatory approach, this position ensures that the CEO's time and attention remain focused on high-impact initiatives and strategic objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the CEO's schedule for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Works closely with the COO and Vice President of Marketing, Communications, and Strategy to advance and support the execution of CEO-driven initiatives.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the CEO's office to staff and other leadership team members.
- Develops and manages the CEO departmental budget, including forecasting, tracking, and ensuring alignment with organizational priorities and fiscal policies.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Serves as a liaison to the vertical's Leadership Team, facilitating communication between the CEO and their direct reports.
- Facilitate meaningful engagement between the CEO and key external community leaders, ensuring strategic relationship-building and alignment with organizational priorities

- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently.
- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Business Administration, Public Administration, or related field.
- Five (5) years experience supporting executive level position
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelors Degree in Business Administration, Public Administration, or related field
- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 8 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR FINANCIAL PLANNING ANALYST

GENERAL DESCRIPTION

Under the general direction of the Budget Manager, the Senior Financial Planning Analyst plays a pivotal role in overseeing the analysis, recording, and reporting facets of financial planning and budgeting activities for the Authority. The role has professional accounting duties and involves the management of diverse financial transactions, systems, and procedures. The position offers a unique opportunity to contribute to the strategic financial direction of the organization, ensuring accuracy and efficiency in financial processes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Monitors month-end accounting processes and analyzes variances between actual and expected outcomes.
- Conducts forecast variance analysis and communicates variance drivers to finance leadership.
- Participates in the overall development of the annual operating expense, revenue, and passenger budget
- Contributes to monthly forecast submissions to Finance.
- Generates insights from financial analyses, interprets data, and communicates key takeaways.
- Supports departments with monthly revenue and expense projections through the Enterprise Planning and Budgeting Cloud Service.
- Ensures costs adhere to airport accounting policies.
- Maintains the cost center and account hierarchy associated with operating expenses in the Enterprise Planning and Budgeting Cloud Service.
- Prepares journal entries and posts transactions, including fund transfers across departments and cost centers.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals related to forecasting
- Provides inputs to the business plan and actual calculations of rates and charges.
- Prepares presentation-ready materials containing financial and operational metrics for staff meetings and business reviews.
- Supports key business initiatives with analytical and modeling assistance.
- Manages the Authority's SkyCenter common-area maintenance calculation and supports Commercial Real Estate Profit & Loss statements.

- Supports the Budget Manager, Financial Planning & Analysis team and undertakes other responsibilities as necessary.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Finance, Accounting, or related field.
- Three (3) years of accounting and/or finance experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), enterprise business suite software, and the Microsoft suite of software products.
- Knowledge of computerized accounting systems.

- Knowledge of the specific accounting and reporting requirements and the complete accounting cycle of the organization to which assigned.
- Knowledge of budgetary procedures and controls.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to plan, organize, and supervise the work of others.
- Ability to use a computer and related software.
- Ability to recognize, analyze, and solve a variety of problems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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SENIOR GUEST EXPERIENCE REPRESENTATIVE

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Senior Guest Experience Representative (GER) plays a vital role in providing exceptional customer service in a community-facing environment at Tampa International Airport. This position assists guests, passengers, and tenants by offering wayfinding, educational support, and information about airport facilities and services. The Senior GER also conducts airport tours, monitors safety systems, and actively engages with the public at various events, ensuring a positive experience for all airport users while promoting the Authority's mission and values. The Senior mentors and coaches new Guest Experience Representatives on the proper procedures and customer service requirements for the Authority.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates closely with the Guest Experience Supervisor, on the needs of the section and customer service enhances to heighten the passenger experience.
- Provides direction and assistance to incoming international passengers in the Federal Inspection Station, formulating detailed reports on significant observations for the Aviation Authority staff.
- Follows up on reported operational issues, ensuring timely resolutions and that problems have been corrected effectively.
- Offers information and assistance to airport guests regarding facility usage, available services, local attractions, and flight information.
- Conducts educational walking and bus tours of the airport terminal and airfield for schools, groups, and community organizations, enhancing public knowledge and engagement.
- Monitors escalators, elevators, shuttle cars, and the monorail system for accidents and outages, reporting incidents immediately and taking appropriate action when necessary.
- Responds to emergency situations, taking operational direction from leadership as needed to ensure public safety and effective crisis management.
- Provides VIP tours as necessary, ensuring a personalized and exceptional experience for high-profile guests.

- Represents the Authority at school fairs, festivals, and community events, maintaining a booth or display to provide literature and promotional items.
- Creates and implements training materials for new hires, ensuring they understand the processes and expectations related to guest experience.
- Manages the assignments and operational efficiency of contracted Customer Service Representative staff in the absence of a Guest Experience Supervisor, ensuring quality service delivery.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years customer service experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations, facilities, and community resources to effectively assist passengers and provide accurate information.
- Knowledge of customer service principles and practices, ensuring a high standard of service delivery to all airport users.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing.
- Walking & sitting up to 6 hours per day
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR HUMAN RESOURCES ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Human Resources Analyst is responsible for managing a variety of Human Resources (HR) programs and initiatives. This role serves as an analytical point-of-contact for all assigned functional areas of HR and assists subject matter experts with ensuring HRIS data integrity, compensation surveys, job requirements, evaluating job positions, report writing, and analyzing data flows for process improvement opportunities. This role requires agility in balancing multiple responsibilities while maintaining organization and attention to detail. Members in this classification perform complex duties and functions with considerable independence.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates with leadership and HR staff to identify system improvements and enhancements; recommend and implement solutions.
- Performs system maintenance, including assisting in reviewing, testing, and implementing HRMS system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of upgrades or fixes. Maintains HRMS system tables. Documents process and results dictated by authority business rules and procedures.
- Serves as a resource to the HR department regarding HRIS applications and software that organize human resources and personnel records.
- Responsible for creating and analyzing year-end hiring trends, turnover, dashboards, and other relevant data.
- Calculates annual pay raises and other employee recognition items.
- Analyzes and prepares reports on program performance, including website and TV content updates, professional study participation, and benefits analytics and billings, to HR leadership and other stakeholders.
- Prepares and maintains job descriptions for each position, ensuring that descriptions accurately reflect incumbents' work.
- Assists with assessing jobs and their duties to determine classification as exempt or nonexempt and appropriate salary range.
- Benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position, ensuring internal equity.
- Utilizes spreadsheet and data analysis techniques to assess results and market trends.

- Prepares and presents summary reports of job analysis and compensation analysis information.
- Facilitates annual open enrollment strategies with testing and implementing benefit or rate changes.
- Consults and works collaboratively with IT function to develop and administer plans for HRIS applications.
- Conducts system data audits to ensure the accuracy of data entry and verify system functionality.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources or related field.
- Four (4) years experience in a professional human resources role, including some experience in analytics and administration of an human resources information system.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resource laws, regulations, and best practices, ensuring compliance and effective HR management.
- Skill in providing excellent interpersonal and technical support, enhancing employee experience and HR service delivery.
- Skill in organizational and time management, with a proven ability to meet deadlines and manage workload efficiently.
- Skill in Microsoft Office Suite or similar software, facilitating effective communication and reporting.
- Skill in project management with meticulous attention to detail, ensuring successful project execution.
- Skill with HRIS and other relevant software tools, ensuring efficient data management and reporting.
- Skill and ability to foster a positive, inclusive, and engaging workplace culture that promotes employee satisfaction and retention.
- Ability to take initiative and work proactively and independently, driving HR projects and improvements.
- Ability to maintain accurate work-related records and prepare comprehensive reports for stakeholders.
- Ability to collaborate respectfully and effectively in a team environment.
- Ability to analyze data and utilize insights to drive informed decision-making and continuous improvements.
- Ability to be an innovative thinker passionate about creating and implementing new HR strategies that enhance organizational effectiveness.
- Ability and skill to be a collaborative team player with a proactive approach to problem-solving and contribute to a cohesive work environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR HUMAN RESOURCES BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Employee Relations and Talent Acquisition, the Senior Human Resources Business Partner plays a key role in talent acquisition, employee benefits, compliance, and various Human Resources (HR) functions. This role serves as a strategic partner to management, focusing on aligning HR initiatives with business objectives to drive organizational success. This position oversees onboarding and offboarding processes, maintains personnel records, and leverages HRIS systems for data management and reporting. With a focus on fostering a positive workplace culture, this role guides and supports leadership on HR-related issues and best practices.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the highest level of service is provided to all applicants, candidates, hiring managers, and employees.
- Provides timely responses to inquiries and follow-up regarding the recruitment process.
- Leads the recruitment process, from job postings to candidate selection, ensuring a diverse and qualified talent pool.
- Conducts interviews and collaborates with hiring managers to assess candidates' qualifications.
- Manages employee benefits programs, including health, retirement, and wellness initiatives.
- Provides benefits information during new employee orientation and one-on-one meetings.
- Supports employees during life events, providing guidance on benefits and resources available.
- Ensures adherence to employment laws and regulations.
- Develops and maintains job classifications and position control documentation to meet organizational needs.
- Manages employee onboarding and off-boarding procedures, including exit interviews and final paperwork.
- Administers leave policies, ensuring compliance with applicable laws and internal procedures.
- Regularly review and coordinate updates on HR procedures and policies to reflect best practices.
- Maintains accurate and confidential personnel records, ensuring compliance with data protection regulations.
- Generates and analyzes HR reports to support decision-making and identify trends.
- Utilizes HRIS systems for data management and reporting, ensuring information accuracy and integrity.

- Collaborates with leadership to develop HR strategies that support business goals.
- Provides guidance and coaching to managers on HR-related issues and best practices.
- Triages incoming HR requests, respond to employee questions and escalates more complex issues to the Senior Manager.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field.
- Three (3) years experience in Human Resources, with a generalist focus on talent acquisition, benefits, and employment compliance.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FMLA, workers' compensation, and leave administration.
- Knowledge of human resource laws, regulations, and best practices.
- Knowledge of HRIS platforms, systems or technologies.
- Skill in effective interpersonal relations and negotiation.
- Skill with organizational, project, and time management, with a proven ability to meet deadlines.
- Skill in Microsoft Office Suite or similar software applications.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to maintain work-related records and prepare reports accurately.
- Ability to analyze data and use insights to drive decision-making and improvements.
- Ability to manage multiple projects simultaneously while adapting to changing priorities.
- Ability to be a collaborative team player with a proactive approach to problem-solving.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR IT BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Senior IT Business Analyst is responsible for conducting business analysis and documentation of Information Technology (IT) opportunities within the Authority. This role involves reviewing, assessing, and transforming business processes to ensure cost-effective solutions. The Senior IT Business Analyst participates in all phases of the project lifecycle, including analysis, requirements gathering, design, configuration/development, implementation, and delivery of projects. Additionally, this position facilitates support for implemented functionality and serves as a key liaison between IT and the various business units at the Authority, ensuring alignment and effective communication throughout the process.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Researches and prepares business case studies, total cost of ownership (TCO), and return on investment (ROI) analyses to inform decision-making processes.
- Identifies opportunities for business process improvement and efficiencies through technology, system enhancements, and non-system changes.
- Documents the current state and future state of business functions and processes, including business needs, objectives, inputs, activities, outputs, outcomes, and impact.
- Conveys business requirements from customers to technical teams effectively, ensuring that solutions align with and meet the stated business needs.
- Defines the system implementation approach and operational concept, ensuring that requirements and value received are captured, measured, and evaluated.
- Leads the preparation of proposals, including scopes and estimates, for developing or enhancing systems and operational changes, including an overall change management strategy.
- Acts as a liaison between end-users, enterprise and solution architects, consultants, project teams, and other stakeholders as initiatives progress from ideation to implementation.
- Analyzes and documents gaps in current processes, recommending solutions to bridge those gaps and enhance operational efficiency.
- Organizes and conducts workshops and meetings to gather requirements and validate proposed solutions with stakeholders.
- Supports user acceptance testing (UAT) by defining test cases, facilitating testing sessions, and documenting results.

- Provides training and support to end-users on new systems, processes, and tools to ensure successful adoption and utilization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Information Technology or a related field.
- Four (4) years of experience as a Business Analyst or in a relevant Information Technology role.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certifications: CBAP (Certified Business Analysis Professional), CCBA (Certification of Competency in Business Analysis), PMI-PBA (Professional in Business Analysis), ITIL (Information Technology Infrastructure Library) Foundation, CSPO (Certified Scrum Product Owner), Certified ScrumMaster (CSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business processes and technology, with the ability to apply this knowledge to improve operational efficiency and drive business value.
- Knowledge of current Authority-owned platforms and core systems, with the ability to analyze their capabilities and potential for enhancement.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR IT PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Senior IT Project Manager is responsible for managing and coordinating technical professional resources involved in the analysis, development, coordination, implementation, and documentation of new or existing information systems. The Senior IT Project Manager oversees project timelines, resource allocation, and budgets while facilitating effective communication among stakeholders to ensure that project objectives are met and aligned with organizational goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity and alignment with organizational objectives.
- Oversees the formulation of project objectives and system development requirements, ensuring they meet strategic business goals.
- Actively participates in project development as needed, providing technical expertise and leadership to drive project success.
- Provides advanced technical guidance and mentorship to project staff to ensure the successful execution of projects and the development of team capabilities.
- Monitors activities performed by project staff, ensuring that all deliverables and documentation adhere to departmental standards and best practices.
- Prepares and reviews detailed specifications for information systems to guide development, implementation, and integration efforts.
- Develops comprehensive plans for testing and implementing systems and monitors these processes to ensure that desired results are achieved.
- Facilitates work processes for project teams, employing various methodologies such as Waterfall, Agile, and SCRUM to optimize workflow and productivity.
- Conducts regular project status meetings with stakeholders, providing updates and addressing any concerns or changes to project scope or timelines.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Project Management Professional (PMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- E-Business Suite software and technology related project management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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SENIOR ITS DIGITAL TECHNOLOGY SPECIALIST

GENERAL DESCRIPTION

Under the general direction of Digital Technologies & Innovation Manager, the Senior ITS Digital Technology Specialist plays a key role in supporting the development, deployment, and management of digital technologies aimed at enhancing passenger experiences and improving operational efficiency for the Authority. This position focuses on assisting with the integration of audiovisual (AV) systems, digital signage, LiDAR technology, and various passenger processing solutions. The specialist works closely with cross-functional teams, stakeholders, and technology vendors to facilitate the effective implementation of these technologies. Additionally, the Senior ITS Digital Technology Specialist assists in managing IT technical tasks, addressing unique challenges, and supporting critical operational activities that directly impact the travel experience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes digital technology projects, ensuring they are completed on time and within scope.
- Teams with internal departments and external vendors to facilitate successful project outcomes and seamless integration of technology solutions.
- Participates in the development and implements efficient systems for passenger processing, streamlining check-in, security, and boarding processes to improve overall efficiency.
- Influences the inputs for detailed reports on technology performance, project status, and innovation initiatives to inform decision-making.
- Ensures all digital technology implementations comply with relevant regulations and standards, implementing robust security measures to protect sensitive data.
- Executes service requests and incidents within the IT Service Management (ITSM) tool to maintain operational efficiency and responsiveness.
- Continually evaluates opportunities for improving efficiency and effectiveness in issue resolution and enhancing technology services provided to stakeholders.
- Facilitates the integration of audiovisual (AV) systems, digital signage, and LiDAR technologies, enhancing the passenger experience and optimizing operational workflows.
- Monitors and manages service requests and incidents within the IT Service Management (ITSM) tool, ensuring operational efficiency and timely resolution.
- Supports user needs and experiences in technology implementations, ensuring that solutions effectively address business requirements.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in information systems, Computer Science, Management Information Systems, Computer Engineering, or other related field.
- Two (2) years of experience of applicable information technology experience in user support of desktops, applications, printers, peripherals, cabling**.**
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital technology systems, including their design, implementation, and maintenance, particularly in an airport setting.
- Knowledge of industry standards and best practices related to technology integration and operational efficiency within airport environments.

- Knowledge of project management principles, including budgeting, planning, and execution of digital technology projects to ensure successful outcomes.
- Knowledge of relevant regulations and compliance standards pertaining to airport operations and digital technologies, ensuring adherence in all initiatives.
- Ability to analyze and interpret data from systems performance, user feedback, and operational metrics to drive technology enhancements and improvements.
- Ability to demonstrate initiative, manage multiple priorities, and maintain focus on critical tasks in a fast-paced and dynamic environment.
- Knowledge of emerging technologies and trends in digital systems to inform strategic decisions and enhance operational capabilities.
- Ability to troubleshoot and resolve technical issues efficiently, ensuring minimal disruption to operations.
- Skill in facilitating training and knowledge transfer sessions for staff and stakeholders on new technologies and best practices.
- Ability to adapt to changing technology landscapes and evolving business needs, demonstrating flexibility in approach and execution.
- Knowledge of budgeting and resource allocation principles to effectively manage project costs and maximize return on investment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR ITS NETWORK ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of IT Infrastructure, the Senior ITS Network Engineer is responsible for leading the IT resources in the installation and configuration of switches, routers, firewalls, and associated components to ensure the smooth operation of all Authority network systems. This position serves as the primary point of contact for planning, designing, maintaining, and monitoring all aspects of the network infrastructure. Additionally, the Senior ITS Network Engineer independently performs complex network-related projects and supports the resolution of advanced issues in areas such as switching, routing, and network security, acting as an escalation point for unresolved problems from lower support tiers.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides advanced technical support for networking hardware and software services for the Authority.
- Designs, builds, and implements functional network infrastructure, including LAN, WLAN, and WAN to support organizational needs.
- Ensures the continuous availability of all data network services, proactively monitoring performance and addressing issues as they arise.
- Mentors and trains the network operations team in installation, configuration, and maintenance best practices to enhance team skills and capabilities.
- Troubleshoots, maintains, and repairs the network infrastructure to ensure reliability and performance.
- Investigates and remediates network capacity-related issues to optimize resource utilization and improve overall network efficiency.
- Evaluates and recommends various network infrastructure solutions to meet organizational needs and enhance operational effectiveness.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.

- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR ITS SYSTEM ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Service Delivery, the Senior ITS System Administrator is responsible for performing advanced professional information technology tasks, including the installation and configuration of systems, server hardware, and software, as well as maintaining and repairing complex system-related issues. This position is expected to lead Information Technology (IT) technical work on server and system-related projects of greater scope and complexity while supporting the resolution of advanced work problems with minimal supervision.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs advanced setup, installation, and configuration of operating systems, including both hardware and software components.
- Oversees backup and recovery processes to protect data integrity and ensure business continuity in critical situations.
- Leads the evaluation and recommendation of various software and hardware solutions to meet user needs and enhance overall operational efficiency.
- Creates and manages user directories and files on server platforms to ensure organized, secure, and efficient access.
- Monitors, diagnoses, and resolves operating system problems to maintain high system performance and reliability.
- Assists with troubleshooting, maintenance, and repair of operating systems and applications to minimize user disruption.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of information technology experience in advanced support of servers, systems, software, peripherals, and storage technology.
- CompTIA A+, CompTIA Network+ or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Windows Server environments, server virtualization technologies, and backup and restore technologies and products.
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain security and compliance.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR ITS SYSTEMS ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Services Delivery, the Senior ITS Systems Engineer leads the design, implementation, and optimization of complex systems, server hardware, and software solutions. This position provides high-level technical support for critical server and system services, proactively diagnosing and resolving advanced issues across the infrastructure. The Senior ITS Systems Engineer also mentors lower-tier support staff and serves as a key escalation point for complex problems, ensuring timely and effective resolutions. Additionally, this role collaborates with cross-functional teams to establish best practices, driving operational efficiency and aligning system architecture with organizational objectives.

***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations*.**

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides expert-level technical support for advanced server hardware and software services for the Authority, ensuring optimal performance and reliability.
- Oversees the setup, installation, and configuration of operating systems and associated hardware and software components, implementing best practices for system architecture.
- Designs and manages user directories and permissions on server platforms to ensure organized, secure access and compliance with organizational policies.
- Monitors, diagnoses, and resolves complex operating system issues, utilizing advanced troubleshooting techniques to maintain system performance and reliability.
- Leads efforts in troubleshooting, maintaining, and repairing operating systems and applications, minimizing disruption and ensuring seamless user experience.
- Directs backup and recovery processes to safeguard organizational data and ensure robust business continuity strategies are in place.
- Evaluates and recommends advanced software and hardware solutions to meet user needs and enhance operational efficiency, aligning technology initiatives with strategic objectives.
- Mentors and trains the systems team in installation, configuration, and maintenance best practices to enhance team skills and capabilities.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of information technology experience in advanced support of servers, systems, software, peripherals, and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.

- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR LEGAL ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of an Assistant General Counsel, the Senior Legal Administrator plays a crucial role in the Legal Affairs department by ensuring compliance with legal processes and financial requirements while facilitating smooth departmental operations. The Senior Legal Administrator is responsible for establishing and implementing internal procedures, maintaining a comprehensive filing system, and monitoring expenditures related to outside counsel and agreements.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently provides accurate oral and written communications summarizing assembled information.
- Serves as a liaison between the Legal Affairs department and various stakeholders, including Authority Board members, Authority staff, external attorneys, governmental agencies, and the traveling public.
- Composes and edits correspondence on behalf of the General Counsel and Assistant General Counsel independently.
- Develops and oversees a comprehensive central filing system to ensure efficient record-keeping.
- Sets department goals and objectives and ensures adherence.
- Monitors the status of allocated funds and expenditures to ensure financial compliance.
- Conducts legal and general research as needed.
- Prepares budget requirements for the department.
- Monitors expenditures related to outside counsel and agreements.
- Coordinate meetings with outside counsel and Authority staff relating to current litigation matters.
- Coordinates and prepare agendas for department meetings.
- Drafts agenda titles, summaries, and PowerPoint slides for items to be presented to the Authority Board.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field.
- Four (4) years experience as a paralegal/legal secretary in the areas of real estate, litigation, government law, construction, bankruptcy, contract law or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal terminology and procedures relevant to the operation of a legal department in a public agency.
- Knowledge of budget preparation and financial monitoring processes to ensure compliance with allocated funds.
- Knowledge of document management and record-keeping practices, including maintaining a comprehensive central filing system.
- Knowledge of procurement and expenditure monitoring related to outside counsel and legal agreements.
- Ability to perform executive and legal administrative tasks, including typing, scheduling, filing, and transcribing dictation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR LOST AND FOUND PROPERTY CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Senior Lost and Found Property Control Coordinator is responsible for the operational administration and coordination of the Authority's Lost and Found Department. This role includes assisting owners of lost items on-site and performing administrative tasks focusing on inventory compliance and documentation. The Senior Coordinator guides and mentors team members as the subject matter expert for the section.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates the day-to-day operations of the Authority's lost and found program, including cataloging items and making every attempt to find their owners.
- Liaises with airport staff, security, airlines, and passengers to facilitate the return of lost items.
- Provides exceptional customer service by responding promptly to inquiries and keeping individuals informed throughout the retrieval process.
- Develops and identifies areas for process enhancement.
- Participates in budget development by providing justification and persuasive arguments for proposals, supplies, and equipment needed for Lost and Found.
- Oversees the dispositioning of unclaimed items after 30 days.
- Generate reports detailing the status of lost items, lost property trends, statistical data, and any improvements needed in the lost and found process.
- Ensures and oversees compliance with Authority and airline policies regarding the handling, storage, and disposal of lost items.
- Follows established procedures for the safekeeping and eventual disposal of unclaimed items.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years experience leading a property control/intake and return/ lost and found team.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules governing the Lost and Found area to ensure compliance and effective operations.
- Knowledge of data management techniques and inventory control, enabling accurate tracking and cataloging of lost items.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Pushing, pulling and/or dragging, bending, stooping & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF ACCOUNTING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Senior Manager of Accounting is responsible for managing the general ledger and accounting methodologies that facilitate the preparation of monthly, quarterly, and annual financial packages. This role oversees the completion of the Authority's financial package preparation and directs the monthly, quarterly, and year-end closing activities of accounts payable. Additionally, the Senior Manager leads and supervises all accounting functions for the Authority, including accounts payable, general ledger management, and financial reporting, while ensuring the integrity of financial controls and compliance with established procedures.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the monthly, quarterly, and year-end closing activities of accounts payable to ensure timely and accurate financial reporting.
- Oversees the financial system general ledger, evaluating its effectiveness and recommending enhancements to senior management.
- Play a critical leadership role in testing and implementing upgrades to the financial management system, providing necessary training to staff.
- Ensures the integrity of financial controls over the Authority's books and records, ensuring compliance with established procedures.
- Manages the external financial audit process, serving as the primary contact for the audit team and ensuring smooth communication.
- Ensures accurate and timely flow of information to auditors, coordinating data requests and responding to inquiries effectively.
- Prepares assigned schedules and notes for financial statements, ensuring all information is accurate and complete.
- Manages and reviews the Authority's bank reconciliations prepared by staff to ensure accuracy and timeliness.
- Prepares and presents financial reports and analyses to senior management, offering insights and recommendations for decision-making.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance or related field
- Six (6) years related experience.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Accountant.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in accounting, finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of professional and departmental standards for conducting comprehensive auditing programs, ensuring adherence to best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Ability to analyze transactions and financial reports, making appropriate corrections to entries as necessary to maintain accuracy.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF AIRFIELD OPERATIONS AND COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Senior Manager of Airfield Operations and Compliance is responsible for leading and ensuring compliance with Federal Aviation Administration (FAA) regulations, specifically Title 14 Code of Federal Regulations (CFR) Part 139, and all associated requirements for the Authority. This role oversees the Airfield Operations Duty Team, manages Part 139 training programs, coordinates airfield construction activities, and implements the Safety Management System (SMS) and Wildlife Hazard Management Programs. The Senior Manager provides leadership, drives innovation in compliance and safety practices, and collaborates with various departments, external agencies, and stakeholders to maintain regulatory compliance.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Establishes, implements, and continuously improves safety processes related to airside operations in accordance with Title 14 CFR Part 139.
- Oversees the Airport SMS requirements in collaboration with the SMS Manager.
- Manages the Wildlife Program Manager and ensures the effective oversight of the TPA Wildlife Hazard Management Plan.
- Ensures compliance with Title 14 CFR Part 139 and permitting requirements for wildlife hazard management programs at TPA.
- Collaborates with airfield safety staff to innovate and streamline compliance processes, setting high industry standards.
- Reviews engineering and construction plans for compliance with Part 139 and evaluates potential operational impacts.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6)years experience in an airport with Federal Aviation Regulation (FAR) Part 139 as listed in the Federal Aviation Administration (FAA) guide.
- Three (3) years supervisory experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations, specifically Title 14 CFR Part 139, and associated airport operations requirements.
- Knowledge of SMS and best practices related to airfield safety and compliance.

- Knowledge of wildlife hazard management principles and practices applicable to airport environments.
- Knowledge of airfield construction coordination processes and project inspection standards.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per shift
- Lifting up to 20 Ibs.
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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SENIOR MANAGER OF AIRPORT CONCESSIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Concessions, the Senior Manager of Airport Concessions is responsible for the administration of leases and contracts to ensure compliance with terms and conditions expressed therein; monitor business partner operations, and assist in developing business and operational recommendations, maintain strong relationships with business partners, and conduct regular site visits. The Senior Manager is also responsible for the oversight of contract management, development and management of procurements, strategic business planning, business partner compliance, conflict management, and the day-to-day management of the relationships between the Authority and business partners.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Builds internal and external relationships to deliver strategic financial goals.
- Works with Concessionaire partners to promote success by reviewing short- and long-term metrics.
- Administers leases and contracts to ensure compliance with areas such as pricing and collections.
- Creates various financial reports including development of pro forma, break-even scenarios, and cost-benefit analysis.
- Prepares presentations to further the Authority's strategic business plan and support new initiatives.
- Researches relevant markets and financial trends to forecast future business activity and assist in developing recommendations.
- Reviews financial performance of related lines of business and assists in preparation of annual department budget.
- Develops and manages procurements as needed.
- Develops and manages policies and procedures for the department.
- Drafts and prepares documents for Authority Board meetings.
- Manages the day-to-day relationship between the Authority and the concession tenants; resolve management, tenant, and customer complaints and conflicts between tenants to ensure excellent customer service.

- Manages events for Airport tenants including training seminars, meetings and special events and assistance with security clearance and badging.
- Ensures business partners submit required reports and payments on time and assists with collection of past due fees.
- Coordinates with other Authority departments and outside agencies as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Six (6) years experience in management involving multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park concessions

management or rental car concessions management, commercial property/shopping center management, or hotel management.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with aviation customer service or concessions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and skill in the use of Microsoft Word, PowerPoint, Excel, and Visio.
- Knowledge and skill in contract management, sales support and financial management.
- Knowledge and a thorough understanding of Concessions Programs.
- Skills and ability to administer and manage contract documents.
- Skilled in using logic, reasoning, and analytics to identify complex problems, evaluate alternative solutions, and develop valuable business insights.
- Skills and the ability to be organized while simultaneously prioritizing tasks.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF AIRPORT OPERATIONS CENTER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Senior Manager of Airport Operations Center, is responsible for managing the Authority's 24/7/365 operations and communications center which serves as the central point of contact for all calls, including emergency calls. The operations center is responsible for proactive management and leadership of airport systems, customer processing and movement, emergency management, and 911 Public Safety (Police, Fire, EMS) calls and calls relating to all critical airport systems, including elevators, escalators, and shuttles. The Senior Manager position is responsible for managing a staff of managers and a team of 30+ dispatchers on rotating shifts.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages, plans, and provides direction to the Airport Operations Center.
- Coordinates assignments for the Airport Operations Center, assigns staff to ensure adequate coverage, monitors activities to ensure the proper staffing and coordinates backup support for contingency actions.
- Determines funding requirements, develops and manages the Airport Operations Center's annual operating budget, and monitors the status of allocated funds and controls expenses.
- Plans for future needs and benchmarks operational processes against other airports to ensure best practices are always in place.
- Coordinates with internal divisions and external agencies/departments to ensure an efficient flow of communications and services.
- Establishes, Interprets, explains, and ensures compliance with program requirements, regulations, and procedures.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management or a related field.
- Five (5) years of experience managing operations at a large or medium hub airport.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability.
- Part 139 regulatory experience.
- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM).
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF BRAND STRATEGY AND USER EXPERIENCE

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Brand Strategy and User Experience is responsible for developing and maintaining graphic and brand management throughout the Authority as it relates to those who interact within the physical Airport and to the presentation of the Airport brand in written, printed, digital, and broadcast communications. The position works closely with all departments to ensure that proper brand standards are incorporated into the design, build, and implementation of all Authority programs. Leads the creative output of the Design Studio team.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains graphic and brand management standards throughout the Authority, ensuring consistency in all communications and interactions within the Airport.
- Oversees the design, editing, and production of various materials, including printed, visual, digital, web, and broadcast communications, to present the Airport brand effectively.
- Leads creative initiatives by managing project schedules, budgets, and resource coordination to ensure alignment with established goals and deliverables.
- Researches and develops innovative applications for marketing plans, including social media platforms, web and interactive technologies to engage customers and improve services.
- Serves as a liaison with community partners regarding the use of the Tampa International Airport logo and the brand's overall positioning.
- Provides consultation and design services for wayfinding and signage programs to support operations and enhance the passenger experience.
- Tracks and monitors the return on investment (ROI) for brand equity and user experience programs, making data-driven recommendations for improvements.
- Manages vendor relationships, oversees the production of marketing materials and Airport web site(s), ensuring quality in large-scale brand development projects.
- Provides hands-on graphic design and other creative services as needed.
- Participates in the long-range planning of the Master Plan and similar initiatives on behalf of the Marketing department, ensuring alignment with organizational objectives and community needs.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate

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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor Degree in Marketing, Graphic Design, Brand Management, Communications, or related field.
- Six (6) years experience in marketing, graphic design, or branding.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of brand management principles and practices, ensuring effective development and maintenance of the Authority's brand identity across various platforms.
- Knowledge of design software and tools, including Adobe Creative Suite, to oversee the production of high-quality visual communications and marketing materials.
- Knowledge of current marketing trends and technologies, staying abreast of changes in the industry to inform strategic decisions.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF BUSINESS ARCHITECTURE & PRODUCT SUPPORT

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Application Services, the Senior Manager of Business Architecture & Product Support is responsible for leading strategic Information Technology (IT) planning, managing vendor and contract relationships, and overseeing budgetary considerations for core enterprise business applications. The Senior Manager collaborates across IT and with business partners to identify opportunities for application enhancements, implement innovative tools and processes, and ensure alignment with the overall enterprise strategy. This role contributes to optimizing the functionality and effectiveness of the organization's technology landscape.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Participates in the leadership and management of the Information Technology Services (ITS) department by contributing to the development and execution of the ITS strategic plan.
- Provides strategic and tactical planning, development, evaluation, and coordination for key enterprise systems while delivering departmental initiatives and goals.
- Defines and manages the application portfolio, preparing roadmaps and establishing long-term strategies for key products and applications.
- Defines enterprise strategies that align functional solutions with business requirements and operations.
- Develops and implements application support, release management, and testing processes to ensure operational sustainability.
- Oversees vendor contracts and licensing agreements, developing and managing the team's budget and tracking spending on vendor work plans.
- Facilitates communication between the Enterprise Business Applications department and the Authority’s internal and external business partners.
- Collaborates with the Technology Project Management Office to plan resource deployment for new applications and software.
- Creates and implements policies for the appropriate use and management of the Authority’s enterprise business applications.
- Monitors and reports on the performance of enterprise applications, making recommendations for improvements as needed.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
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COMPETENCIES

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of project management experience in Agile and Waterfall Project Management methodologies, tools, and best practices, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Project Management Professional (PMP) or Certified Scrum Master (CSM) certification.
- Extensive experience implementing and supporting on-premise and SaaS Enterprise Resource Planning (ERP) solutions.
- Experience working in a public sector organization; transportation sector experience would be a plus.
- Familiarity with Organizational Change Management practices (Prosci preferred).
- Experience in application development, testing, and/or business systems analysis.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement, implementation, maintenance, and management of business applications.
- Knowledge of best practices and future directions in developing on-premise and SaaS application roadmaps.
- Knowledge of business intelligence and data architecture, including solutions for marketing, sales, service, and operations.
- Knowledge of business intelligence best practices, processes, tools, standards, and methodologies.
- Knowledge of various business intelligence solutions and the ability to create a cohesive technology roadmap.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR MANAGER OF CAPITAL PROGRAMS AND ITS

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Capital Programs and ITS, the Senior Manager of Capital Programs and ITS is responsible for overseeing the procurement process for capital improvement, Master Plan projects, and information technology. This position oversees the development of solicitation documents, specifications, and contract documents for capital and professional service agreements. Additionally, the Senior Manager of Capital Programs and ITS oversees the Owner Direct Purchase (ODP) and Job Order Contracting (JOC) Programs.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Ensuring adherence to established guidelines and promoting operational efficiency.
- Ensures compliance with all federal, state and local procurement requirements in the selection of contractors. concessionaires, consultants and individuals providing services or products to the Authority.
- Represents the Authority in negotiating contracts, agreements, work orders, and change orders.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), Invitation to Quote (ITQ), sole source and government contract purchasing.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliers.
- Oversees the development of solicitation documents, specifications, contract amendments, change orders, renewals, and contract documents for various delivery methods and facilitate Solicitation processes.
- Manages Capital Program contract and solicitation templates.

- Analyzes cost projections against industry best practices.
- Analyzes proposals and bids for responsiveness and responsibility.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years experience in purchasing, contracts management and competitive procurement processes, of which at least three (3) years in public (government) purchasing.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP), within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business, or related field.
- Certified Professional in Supply Management (CPSM).

- General Contractor's license, Class “A”, or comparable certification, or a construction procurement certification.
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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SENIOR MANAGER OF CLIENT AND FIELD SERVICES

GENERAL DESCRIPTION

Under the general direction of the Director of ITS Enterprise Operations & Client Services, the Senior Manager of Client and Field Services is responsible for leading the research and evaluation of emerging trends in Information Technology (IT) to assess their potential value and applicability within the organization. This role involves recommending new products and solutions to enhance operational efficiency and applying extensive knowledge of IT concepts and practices to inform strategic decision-making. The Senior Manager will develop comprehensive project plans, oversee the formulation of project objectives and requirements, and actively participate in project development to ensure alignment with business needs.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Recommends ways to apply new products and solutions that maximize their value to the organization and improve operational efficiency.
- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Oversees the formulation of project objectives and system development requirements, ensuring alignment with business needs.
- Prepares detailed specifications for information systems to guide development and implementation processes.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships to inform strategic decisions.
- Develops plans for testing and implementing systems and monitor these processes to ensure desired results are achieved.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years' experience managing Information Systems projects, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of information technology methods and equipment to ensure effective use of technology resources.
- Knowledge of information technology systems design and programming, enabling informed decision-making in system development.
- Knowledge of systems analysis, development, planning, and documentation methods and standards to guide project execution and compliance.

- Knowledge of customer service principles and practices to ensure high-quality support for clients and end-users.
- Ability to synthesize project information and establish the appropriate scope and objectives for various initiatives.
- Ability to collect, organize, and evaluate data to make logical and informed decisions that impact project success.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF COMMERCIAL PARKING AND GROUND TRANSPORTATION

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Senior Manager of Commercial Parking and Ground Transportation is responsible for day-to-day operations, capacity management and operational efficiency of Tampa International Airport's public and employee parking facilities, rental car services, and ground transportation lines of business. This role entails managing key operational functions, including budget development, capacity forecasting, and contract management, while actively seeking opportunities to enhance revenue and streamline operations. Additionally, this role will involve collaboration with various stakeholders to implement strategic initiatives that improve the overall passenger experience.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the day-to-day operations of the Airport’s public and employee parking, rental car, and ground transportation services, including the management of associated revenues, contracts, programs, and products.
- Conducts research and provides recommendations aimed at retaining or generating additional revenue while enhancing operational efficiencies within all areas of responsibility.
- Assists in establishing forecasts and budgets for the department, ensuring alignment with annual targets for parking, rental car, and ground transportation services.
- Analyzes performance for parking, rental cars, and ground transportation, providing insightful reports and analysis to senior leadership.
- Supports the development, implementation, and management of agreements with parking contractors, focusing on budget adherence, customer service enhancements, and operational efficiency.
- Collaborates with other departments and parking contractor to ensure compliance with revenue control measures, airport policies, procedures, and audit requirements.
- Drafts and revises policies, procedures, rules and regulations.
- Drafts and revises emergency procedures and collaborates with other departments to be the team lead for emergency planning and response.
- Works alongside the Commercial Parking System Manager to effectively utilize the Online Booking System to influence occupancy rates, optimize revenue, and improve customer service.

- Serves as first point of contact for customer feedback and requests regarding parking fee adjustments and refunds to maintain a high level of customer service.
- Utilizes parking-related software and technology to engage passengers, enhance perceived value, and retain users of parking services.
- Contributes to the identification and implementation of both short- and long-term strategic plans for airport parking, rental car, and ground transportation initiatives.
- With the Director of Commercial Parking and Ground Transportation, leads assists, and negotiates in the procurement of parking, rental car, and ground transportation agreements.
- Ensures compliance with agreement terms and conditions including tracking of insurances, security deposits, collection of fees, and promotes operational excellence by enforcing standards.
- Serves as subject matter expect in the operation and maintenance of the Authority's Rental Car Center and maintains excellent working relationship with the Rental Car Center's contracted third party manager.
- Serves as subject matter expert regarding operation of the Authority's Automatic Vehicle Identification system for ground transportation operators.
- Team lead during the planning, implementation, and monitoring of selected capital improvement, construction, and maintenance projects to minimize customer service and operational impacts.
- Fosters excellent working relationships with tenants, contractors, and other external stakeholders to further goals and objectives.
- Leads and mentors team members, fostering a high level of passenger service and ensuring compliance with contractual obligations in all aspects of parking facility operations, rental cars, and ground transportation services.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.

- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Six (6) years of management experience involving parking, rental car concession, or ground transportation management
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the parking, rental car, and ground transportation industry, including social, economic, political, and technological trends that influence parking revenue and operational practices.
- Skill in preparing and presenting detailed reports that outline project status, identify challenges, and recommend effective solutions to a range of stakeholders.
- Skill in creating, managing, forecasting, and analyzing budgets and profit and loss statements (P&Ls) to ensure financial objectives are achieved.
- Ability to analyze and interpret capacity and revenue trends and industry applications, identifying opportunities for growth and operational improvement.
- Ability to build and maintain strong relationships with various stakeholders, including internal departments and external partners.
- Ability to demonstrate initiative, think critically, and exercise sound judgment in decision-making processes.
- Knowledge of compliance standards and best practices relevant to parking facility operations, rental car agreements, and ground transportation services.
- Ability to lead, coach, and mentor team members, ensuring a high level of passenger service and adherence to contractual obligations across all operational aspects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing

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SENIOR MANAGER OF COMMERCIAL REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Real Estate, the Senior Manager of Commercial Real Estate is responsible for attracting new commercial development opportunities and overseeing marketing efforts for both aeronautical and non-aeronautical land. The position involves managing tenant relations, ensuring timely responses, creative problem-solving. The Senior Manager also supports the Authority's real estate development strategy and oversees a team handling various real estate activities, such as title work, surveys, easements, environmental issues, appraisal reviews, purchase, relocation, property management and development of property interests.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Contributes to strategic planning efforts and assists in developing, implementing, and managing property development strategies.
- Provides real estate venture advice, ensuring compliance with laws and regulations while monitoring market trends for new development opportunities.
- Prepares lease documents, negotiates favorable terms, and ensures contract compliance.
- Conducts financial analyses to assess development feasibility, risks, and returns.
- Assists in managing the real estate budget, forecasting, cost controls, and revenue generation.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Business Administration or related field.
- Six (6) years experience in real estate development.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Licensed Real Estate Agent to be obtained within One (1) year of hire.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations related to the development and leasing of airport property.
- Knowledge of commercial real estate and leasing contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking

- Sitting up to 6 hours per day
- Continuous typing

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SENIOR MANAGER OF COMMUNICATIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing, Communications and Strategy, the Senior Manager of Communications plays a vital role in shaping the narrative of the Authority's four airports. This position involves writing and supervising the creation of press releases, news stories, and other internal and external messaging while managing the airport's industry-leading social media program. The Senior Manager will oversee staff, develop and execute communication projects aligned with Authority objectives, and lead communications for construction projects and revenue-generating initiatives. This role also includes creating analytics reports, researching and writing for executive staff, organizing public outreach and responding to media inquiries to promote airport initiatives effectively.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Writes and edits compelling stories for distribution through the Authority newsletters, websites, and various digital platforms.
- Leads communications efforts for the Authority construction projects and revenue-generating initiatives, while maintaining an organized messaging calendar.
- Develops and implements a comprehensive social media program strategy, ensuring content accuracy, brand consistency, and growth in audience engagement.
- Collaborates with business partners, HCAA Marketing staff, and other departments to plan and execute impactful events that enhance the Authority's visibility.
- Creates detailed analytics reports to evaluate social media program performance and manage social listening software to monitor audience sentiment and trends.
- Researches and writes internal and external communications for the CEO and other executive staff, ensuring clear and effective messaging.
- Responds to media requests, while actively monitoring news coverage of the Authority and the aviation industry to identify trends and opportunities for promoting airport initiatives.
- Acts as official spokesperson for the Authority.
- Plan and execute press conferences or public outreach events for construction milestones and other major developments.
- Responds and supports communications and stakeholder engagement; emergency/breaking news response including representing the Communications department in-person and virtually

for Emergency Operations Center meetings and briefings, execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management
- Oversees and mentors team members to achieve departmental and Authority objectives, fostering a collaborative work environment.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Journalism, Mass Communications, English, or related field.
- Six (6) years’ experience in Journalism, Media Relations or Public Relations as well as Strategic and Crisis Communications experience.
- Three (2) years supervisory experience.

- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Proficiency in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of outstanding writing techniques and the ability to communicate technical information accurately and in an easily understandable manner.
- Knowledge of branding and public engagement strategies, demonstrating strong leadership and strategic thinking to enhance the airport's brand.
- Skill in prioritizing assignments and managing multiple tasks effectively under tight deadlines, while embracing new technologies and understanding effective social media messaging.
- Skill in data analysis, with a strong understanding of social media trends, video storytelling, and Search Engine Optimization (SEO) best practices.
- Ability to provide excellent customer care to a variety of audiences and stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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SENIOR MANAGER OF COMMUNITY RELATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Government and Community Relations, the Senior Manager of Community Relations oversees the daily operations of the Authority's Disadvantaged Business Enterprise (DBE), Airport Concessions Disadvantaged Business Enterprise (ACDBE), and Woman Minority Business Enterprise (WMBE) programs. This role ensures compliance with federal regulations while promoting inclusion and opportunities for minority- and women-owned businesses. The Senior Manager implements programs, evaluates certification applications, provides applicant guidance, builds stakeholder relationships, mentors team members, prepares reports, and represents the Authority at community events to advance business diversity initiatives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Monitors the DBE, ACDBE, WMBE programs to ensure compliance with Federal Aviation Administration (FAA) and United States Department of Transportation (USDOT), 49 Code of Federal Regulations (CFR) Parts 26 and 23.
- Provides direction and leadership to assist staff with daily work details to ensure that all aspects of the Business Diversity Programs are compliant in accordance with USDOT Federal Regulations and the Authority’s DBE/ACDBE and WMBE Policies.
- Engages regularly with Planning and Development, Procurement, Concessions and Finance to ensure ACDBE/DBE/WMBE compliance and Authority solicitation documents are accurate as it relates to goal setting, reporting, etc.
- Participates in the Authority’s contract solicitation process, including the oversight of the development of contract goals and the evaluation of bidder/proposer, i.e. Assurance and Letters of Intent documents to determine responsiveness.
- Represents the community Relations Department with conflict resolution pertaining to DBE/WMBE/ACDBE businesses.
- Approves all DBE/WMBE/ACDBE vendors to work on projects.
- Develops the overall goals for the DBE/ACDBE programs and develops the annual reports as required by the FAA
- Represents the Authority at various local and national meetings and business diversity outreach events.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelors Degree In Business Administration, Public Administration, Business Management or related field.
- Six (6) years of experience in government affairs, business diversity, or related field.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Disadvantaged Business Enterprise (DBE), Airport Concession Business Enterprise (ACDBE), Woman Minority Business Enterprise (WMBE) programs, and Title VI programs, ensuring compliance with applicable regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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SENIOR MANAGER OF CONSTRUCTION

GENERAL DESCRIPTION

Under the general direction of the Director of Construction, the Senior Manager of Construction is responsible for directing and supervising Authority construction staff, architects, engineers, and support personnel overseeing and inspecting the construction of facilities for the Authority's airport system. The Senior Manager ensures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the goals and objectives of the Authority. This position oversees the communication between Authority Staff, contractors, designers, inspectors, and the Authority's Consulting Engineer on all construction projects.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Professionally represent the Authority as the primary interface with contractors and designers.
- With the assistance of the Construction Project Managers, ensures that regular construction progress meetings are conducted between contractors, designers and inspectors to review procedures, progress, scheduling and changes to the work.
- Monitors the contractor's implementation and maintenance of a Safety Program. Reviews all proposed changes to the construction contracts and assures proper application and interpretation of the Contract Documents.
- Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly status of construction report by the construction project manager.
- Facilitates meetings with all parties to help defuse issues. This includes contractors, fellow construction staff, tenants, airlines, and other Authority departments. Strong professional-level people skills required.
- Reviews the schedules submitted by the contractor to ensure compliance with the contract and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the contract.
- Acts as the representative of the Authority at the site of all construction work.
- Oversees Construction Project Managers' scheduling and conducting of progress meetings.
- Monitors the Architect/Engineer in determining that factory inspection and testing for items fabricated outside project limits is performed.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Develop and maintain relationships with the contractor, architect, engineer to ensure the highest level of quality and customer service is delivered.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Six (6) years experience in Construction Management related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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SENIOR MANAGER OF EMPLOYEE RELATIONS & TALENT ACQUISITION

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Employee Relations and Talent Acquisition plays a pivotal role in shaping and enhancing the organization's employee relations and talent acquisition strategies. This senior leadership position encompasses managing and implementing Human Resources (HR) policies, overseeing recruitment efforts, providing guidance on labor relations, ensuring alignment with organizational goals and compliance with regulations. The role involves leading a dedicated team in developing annual recruitment strategies, conducting investigations, and advising on HR policies while managing the HR department's budget. Additionally, the Senior Manager will facilitate effective onboarding and offboarding processes, oversee compliance reporting, and engage in collective bargaining negotiations, making them a key player in fostering a positive work environment and workforce development.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead and manage comprehensive HR programs, including recruitment, labor relations, personnel records, and employee recognition initiatives.
- Participate actively in labor agreement negotiations to ensure fair and equitable outcomes.
- Supervise and mentor a dedicated team responsible for talent acquisition, overseeing onboarding and offboarding processes.
- Develop and implement an annual recruitment strategy that aligns with Succession Planning objectives, providing regular progress updates.
- Manage the HR department's budget in accordance with the Authority's fiscal plan, ensuring effective position control and reporting.
- Provide expert guidance on the implications of laws, regulations, Authority policies, and collective bargaining agreements.
- Assist management in the development and revision of HR policies, procedures, and programs that support organizational objectives.
- Conduct or oversee timely investigations related to employee and labor relations, document findings, and provide actionable recommendations.
- Advise managers and staff on policy interpretation, recruitment strategies, compensation, conflict resolution, and union grievances.

- Seek legal counsel for complex cases, including drafting responses for legal review, particularly for EEOC claims.
- Manage contracts and agreements for temporary labor, negotiating terms, tracking expenditures, and serving as the primary contact.
- Act as a liaison for Unemployment Compensation, fostering effective working relationships internally and externally.
- Ensure hiring practices comply with Authority standards, state and federal regulations, and employment laws.
- Oversee the entire hiring process, including conducting background checks and I-9 verification to ensure compliance.
- Compile accurate reports for internal and external compliance requests, including completion of the Authority's EEO-4 report and Affirmative Action Plan (AAP).
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Social Sciences, Behavioral Sciences, or related field.
- Six (6) years experience in human resource management functions, emphasizing Employee Relations and Recruitment.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of HR policies, procedures, and best practices, particularly in employee relations and talent acquisition.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of effective recruitment strategies, succession planning, and talent acquisition methodologies.
- Knowledge of budgetary principles and experience in managing HR budgets effectively.
- Skills in resolving employee conflicts and labor-related disputes.
- Skills and ability to effectively advise and collaborate with diverse stakeholders.
- Skills in managing HR teams, overseeing talent acquisition, and providing strategic guidance.
- Skills with collective bargaining agreements and contract management.
- Skills in establishing and maintaining effective working relationships with internal and external stakeholders.
- Skill and problem-solving ability, especially in addressing complex employee relations issues and legal matters.
- Ability to compile and analyze data for reporting and decision-making purposes.
- Ability to think strategically and contribute to developing HR policies and programs aligned with organizational goals.
- Ability to adapt to changing HR landscapes, legal requirements, and organizational needs.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF ENTERPRISE SERVICE DELIVERY

GENERAL DESCRIPTION

Under the general direction of the Director of ITS Enterprise Operations & Client Services, the Senior Manager of Enterprise Service Delivery is responsible for overseeing the management of Information Technology (IT) operations, specifically focusing on the implementation and optimization of work plans that align with annual goals and the strategic plan. This role involves actively resolving operational and management issues while ensuring efficient resource utilization to meet organizational objectives and enhance overall service delivery. The Senior Manager plays a pivotal role in reviewing and modifying work plans and determining work priorities to ensure optimal coverage, responding to customer service escalations and mediating conflicts to maintain operational harmony. Additionally, the Senior Manager provides valuable technical expertise to both clients and IT staff, recommending technology solutions that align with business needs and leading initiatives for process improvements to boost efficiency and operational effectiveness across the organization.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews, develops, and modifies work plans, methods, and procedures to enhance operational efficiency; determine work priorities and create work schedules to ensure adequate staff coverage.
- Responds to customer service escalations and complaints, assisting subordinate staff with challenging assignments and mediating conflicts that arise during daily operations.
- Provides recommendations to higher-level management regarding the development of goals, objectives, and priorities for the operation, aligning them with organizational strategies.
- Provides technical expertise to clients and IT staff by identifying technology solutions that meet business needs and leading the design, development, and maintenance of supported technologies.
- Monitors and evaluates daily operations to ensure established standards and procedures are being followed effectively.
- Recommends and implements process improvements within the work group to enhance efficiency and service delivery.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience managing information technology operations, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- ITIL, CompTIA A+, CompTIA Network+ and advanced Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer hardware and software utilized in networked and web-based environments to ensure effective technology operations.
- Knowledge of information technology designs, setups, installation, implementation, and maintenance to support organizational objectives.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications, with the ability to recommend changes that improve operational efficiencies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF ENVIRONMENTAL SERVICES

GENERAL DESCRIPTION

Under the direction of the Director of Planning, Senior Manager of Environmental Services leads the Environmental Compliance Program for the Authority's airport system. The goal of the Environmental Compliance Program is to reduce existing and future environmental liabilities, reduce compliance costs associated with regulatory permits and reporting requirements, and cost-effectively manage compliance responsibilities with a focus on pollution prevention. This position manages the activities of the Authority's environmental consultants and contractors as it relates to the day-to-day operation and maintenance of airport facilities. This position represents the Authority before regulatory agencies and is responsible for environmental-related communications with environmental regulators, consultants, stakeholders, and contractors. This position serves as a liaison for the airport system's stakeholders to provide recommendations on design compatibility and interpretation of environmental regulations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the environmental section's operation and maintenance (O&M) budget, monitors the status of funds and determines staffing requirements.
- Serves as the Contract Manager for the Authority's continuing general environmental consultant contract.
- Manages the Stormwater Pollution Prevention Plans (SWPPPs), Spill Prevention, Control & Countermeasure (SPCC) plans, and best management practices associated with the ARFF fire drill pit; this includes ongoing SWPPP permitting and hosting annual SWPPP/SPCC training for Authority staff, tenants and interested parties.
- Coordinates with Authority departments on the management and disposal of Authority-generated potentially/hazardous waste; this includes ongoing hazmat permitting and managing a quarterly hazardous waste disposal program.
- Manages the O&M of the ARFF fire drill pit, 29 petroleum storage systems and 20 oil-water separators; this includes ongoing permitting and serving as the procurement professional to procure and implement outsourced repair and maintenance contracts on these facilities.
- Manages water resource permitting for well water, irrigation water, and reclaimed water including regulatory data reporting and meter accuracy testing.
- Coordinates outsourced aquatic maintenance of wetland mitigation sites at TPA and VDF.

- Manages pollution remediation obligations of contaminated Authority property; this incorporates many disciplines including drilling, testing, source removal, preparing and professionally certifying reports, implementing institutional/engineering controls, surveying, title work, legal noticing; coordination/negotiation with attorneys, consultants, contractors, tenants, former tenants, government agencies, easementholders, and others.
- Manages TPA's Soil and Groundwater Use Regulations; confirms new buildings are connected to municipal water supply; and soil disturbance plans are reviewed against delineated areas so that advisory language can be provided to Contract/Project Managers, Tenant Work Permit Coordinator, or other parties.
- Participates in any projects on Authority property that involve environmental regulatory matters, environmental audits, environmental permits, pollution remediation, petroleum storage systems, potentially/hazardous waste, asbestos and lead.
- Coordinates with Risk Management to secure the annual scheduled insurance policy for Authority petroleum storage systems, determines environmental risks for upcoming projects, and performs research on historical commercial general liability policies with respect to legacy pollution conditions.
- Participates in establishing and reviewing standard contract/lease language.
- Coordinates environmental audits for property that is owned by the Authority and property that is considered for acquisition or divestiture; this includes audits related to tenant or maintenance service provider lease agreements or contracts, and baseline sampling audits.
- Coordinates with Operations on spill tracking, provides regulatory reporting, and participates in the procurement of pollution remediation actions.
- Coordinates with the Tenant Work Permit Coordinator to review and comment on tenant work permits involving petroleum storage systems, asbestos and lead paint abatement, hazardous waste disposal, environmental permits, notices of violation, and pollution remediation correspondence.
- Serves as subject matter expert on general airport history, and historical research for legal matters including pollution conditions attributed to the past use of firefighting foam, petroleum, and hazardous materials.
- Manages the Authority-wide PFAS transition plan that addresses a wide variety of public health-related topics associated with emerging contaminants including per- and polyfluoroalkyl substances.
- Serves as a Project Director, when necessary to support P&D's design section.
- Manages the 1.5M P&D department O&M budget, 200k environmental services section budget and 400k pollution remediation obligation budget; and has responsibility in the workflow of the Authority's continuing general environmental consultant and the outside environmental attorney providing special legal services.
- Provides Authorized Signatory responsibility for badging and credentialling of approximately 200 badgeholders including Authority P&D employees, outside consultants and contractors.Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Geology, Engineering, or related field.
- Five (5) years experience in environmental engineering for an airport or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Geology, Engineering, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF FACILITIES

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Senior Manager of Facilities ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, convenience, reliability, and value. This position oversees the Electronics and Facilities Maintenance sections, managing the activities and personnel involved in maintaining critical systems such as low voltage systems, CCTV, two-way radio, fire alarms, access controls, finishes, seating, carpentry, fire protection and plumbing. The Senior Manager also ensures that the maintenance staff contributes to capital project development by providing insights on life cycle costs, maintainability, and reliability.

The Senior Manager is also tasked with representing the interest of Facilities in the design and construction of new airport facilities, as well as managing the technical contracts that support the division's operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Procures specialty maintenance services and systems, including the development of specifications to meet operational needs.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.

- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Creates, implements, and monitors project management plans, including specification development, for various maintenance and construction projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR MANAGER OF GA CAPITAL PROJECTS, BUSINESS & ADMIN

GENERAL DESCRIPTION

Under the general direction of the Vice President of General Aviation, the Senior Manager of GA Capital Projects, Business & Admin is responsible for overseeing the General Aviation Capital Improvement Program and managing the business operations of the Authority's General Aviation airports as well as activities at Tampa International Airport (TPA). This role involves ensuring that capital projects align with the long-term objectives of the Authority, including assessing facility and infrastructure requirements, defining projects, and managing budgets. Additionally, the Senior Manager will focus on events and marketing initiatives related to both aeronautical and non-aeronautical business development within general aviation.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the development of the Authority's general aviation airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, and capital project design conforms to the long-term objectives of the Authority.
- Manages the Capital Project O&M and Project budgets for the General Aviation Airports.
- Prepares and/or monitors project budgets, monitors status of allocated funds and controls expenses.
- Develops the department flight plans in coordination with team members.
- Develops and maintains department reports necessary to monitor business and financial trends, including the tracking of based aircraft and the monthly activity reports.
- Coordinates with the Authority's Marketing and Communications departments for the development, implementation of marketing and public and community outreach programs for the general aviation airports.
- Liaises with the Authority's Real Estate department that supports airport development and preparation of final leases and agreements for general aviation facilities to ensure that the airports interests are met.
- Assists in the development and implementation of policies and procedures for the Aviation's General Airport System.
- Assists the Vice President of General Aviation with meetings and events, including tenant meetings, Executive Team and regular Board meetings.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or a related field.
- Six (6) years of experience in airport operations management and maintenance, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling
- Constant typing
- Occasional exposure to extreme weather, noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Very frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF GA OPERATIONS & MAINTENANCE

GENERAL DESCRIPTION

Under the direction of the Vice President of General Aviation, the Senior Manager of GA Operations & Maintenance ensures operational safety and compliance with relevant laws, regulations, and contractual obligations for General Aviation airports. The Senior Manager manages the operations and maintenance budget, develops, updates emergency and security plans in collaboration with relevant authorities. Additionally, this position involves coordinating with Planning & Development and Maintenance departments to ensure compliance with zoning regulations and tenant construction standards while providing guidance to the public and airport users regarding FAA and FDOT requirements.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees daily activities of the General Aviation airports.
- Manages the O&M budget for the General Aviation airports.
- Develops and updates airport emergency plans; conducts airport emergency training, coordinating exercises and drills.
- Develops and updates airport security plan with the FDOT and manages the security program at each airport.
- Provides key inputs in administering the Authority's Height Zoning Regulations as they relate to general aviation airports to assure compliance and to protect the air space adjacent to Authority airports.
- Reviews and provides key inputs on plans for tenant alterations and construction schedules for work at general aviation airports to ensure compliance with leases and development standards.
- Provides information to the public and Airport users regarding FAA regulations and FDOT requirements; ensures that aircraft owners and operators comply with regulations regarding ground traffic, air traffic patterns, parking and other safety rules and regulations.
- Oversees the General Aviation airports grounds and facilities maintenance program.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or related field.
- Six (6) years of experience in airport operations management and maintenance, or related experience.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per shift
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF AIRFIELD, FLEET AND GROUNDS

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance, the Senior Manager of Airfield, Fleet and Grounds ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, reliability, and value. This position oversees the Airfield, Fleet and Grounds sections, including airfield pavements, markings and all fleet equipment purchases both new and replacements.. The Senior Manager is also tasked with developing and implementing staffing and development programs, formulating departmental goals and objectives, and overseeing project management plans while also ensuring that maintenance staff contribute to capital project development teams by providing insights on life cycle costs and reliability.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.
- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.

- Monitors and manages utility expenses, developing energy management programs to optimize resource usage.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- High-level management experience at an airport, large commercial or institutional facility.
- Facilities Maintenance Profession Certification (FMP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs and over.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching over-head, kneeling & crawling.
- Frequent typing.
- Occasional climbing.
- Continuous exposure to extreme weather.
- Frequent exposure to chemicals & insects.
- Continuous use of car/light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

~~***non-merit factors.***~~

SENIOR MANAGER OF GUEST EXPERIENCE AND LOST & FOUND

GENERAL DESCRIPTION

Under the general direction of the Director of Terminal Operations and Guest Experience, the Senior Manager of Guest Experience and Lost & Found plays a pivotal role in enhancing the overall airport experience. This position involves supervising and mentoring Guest Experience Managers and overseeing key programs, including the Volunteer Ambassador Program and Lost & Found, to ensure optimal passenger flow at the Federal Inspection Station. The Senior Manager also works to improve customer service initiatives and may participate in community outreach projects.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the allocation of budgets and resources, establishing policies and procedures to maintain operational continuity.
- Researches and conducts feasibility studies for additional guest services, such as concierge and VIP offerings, to enhance the overall experience.
- Works collectively with partner airlines and TSA to implement the TPA360 program for autistic travelers, ensuring inclusivity and support.
- Actively collaborates on airport projects to meet guest and passenger needs while prioritizing high levels of service.
- Partners with U.S. Customs and Border Protection, Airport Operations, Marketing, and IT to improve the international arrival experience for passengers.
- Coordinates and executes high-level events, VIP tours, and community partner engagements, ensuring exceptional service and guest experience.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6) years experience in airport operations, guest relations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF INFORMATION SECURITY OFFICE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Senior Manager of Information Security Office is responsible for providing technical leadership, expertise, and guidance on information security initiatives, including the planning and development of a comprehensive information security strategy that aligns with the Authority's strategic plan. This position demands an in-depth understanding of data breach reporting laws, generally accepted information security principles, and related best practices in information technology security. Additionally, the Senior Manager of Information Security Office, prepares and presents complex information security concepts and reports to a diverse audience of both technical and non-technical stakeholders.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide information and recommendations to the Vice President of Information Technology (ITS) and other executives regarding compliance with laws and regulations governing the protection of sensitive and confidential systems and data.
- Collaborates with other ITS staff and stakeholders to develop security policies, standards, and guidelines that ensure the confidentiality, integrity, and availability of information systems and data.
- Supports the protection of information technology assets by developing, implementing, and operating security best practices, including systems access management, security monitoring, and threat evaluation.
- Reports all critical security issues promptly to the Vice President of ITS and other executives to ensure timely resolution and mitigation.
- Develops risk reduction strategies and plans to enhance the overall security posture of the organization.
- Supports the development and delivery of employee security awareness training programs to promote a culture of security within the organization.
- Collaborates with external consultants as needed to facilitate independent security audits, assessments, and intrusion and penetration testing.
- Monitors compliance with established security policies and procedures, conducting regular reviews and updates, as necessary.

- Analyzes security incidents and breaches, providing detailed reports and recommendations for improvement.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in information security roles including experience with Payment Card Industry-Data Security Standard (PCI-DSS) audits, or similar experience.
- Three (3) years of supervisory experience.
- Certified Information Systems Security Professional (CISSP) certification issued by ISC.

- Valid IT security certification such as Certified Ethical Hacker (CEH) or Comp TIA Security+.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of UNIX/Linux and Microsoft Server environments (2016, 2019, 2022) as well as Windows 10/11, ensuring proficiency in system administration and security configurations.
- Knowledge of WANs, LANs, the Internet, and Intranets, along with a strong understanding of network protocols and services such as Telnet and FTP.
- Knowledge of Virtual Private Networks (VPNs), Multi-Factor Authentication (MFA), Web Application Firewalls (WAF), and enterprise security management tools.
- Knowledge of internet filtering solutions and Mobile Device Management (MDM) systems to protect organizational data on mobile devices.
- Knowledge of security best practices and methodologies to implement robust security measures within an enterprise environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF INNOVATION

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Innovation is responsible for the comprehensive vision, strategic plan, and execution of programs and initiatives that foster building a culture of innovation throughout the organization. This position will represent the Authority as a global leader in innovation and engagement strategies throughout the Tampa Bay community and aviation industry. The role will serve as a catalyst for change by driving employee engagement and innovation by utilizing education, initiatives, and partnerships to further the Authority's commitment to a positive, progressive organizational future to foster and promote a culture of engagement, innovation, inclusion, and organizational transformation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops a comprehensive organizational plan that encompasses current goals, best practices, and alignment towards the Authority's strategic objectives, Innovation, & Process Improvement, and annually measures the success of accomplishing the objectives.
- Collaborates with senior leadership and internal departments to identify and implement organizational actions and programs that inspire the Authority to embrace innovative practices at all levels, while also engaging with community members, organizations, and government agencies to foster collaboration and engagement.
- Creates strategic programs and processes and empowers staff to execute results, including driving the Authority's Cultural Intelligence initiative to create and maintain a positive, rewarding work environment, a strong sense of belonging, and a happier, more fulfilled workforce, leading to enhanced productivity and innovation.
- Creates a culture of process improvement, experimentation, creativity, and risk-taking by delivering creative problem-solving and support.
- Develops, implements, and analyzes employee engagement surveys to gather feedback on workplace satisfaction, identify areas for improvement, and track employee engagement trends.
- Design, plan, and execute employee engagement and recognition programs, activities, and initiatives that align with the organization's goals and culture to maintain the organization as a Top Workplace, such as onboarding, Take Flight Award, and Community Leadership programs.

- Develops and sustains processes to engage employees at all levels to contribute toward innovative ideas, practices, and solutions, such as an innovation recognition program, innovation challenges, and brainstorming and ideation workshops.
- Develops change management support tools for successful change initiatives while collaborating closely with the Leadership and Employee Development team to deliver change management education and support to create and implement innovative problem-solving solutions and organizational change management education.
- Reviews and assesses current organizational practices and programs, identifying process improvement opportunities and innovative solutions to build competency and proficiency within the enterprise organization.
- Monitors industry trends and best practices in innovation to inform program development and continuous improvement.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Social Sciences, Behavioral Sciences, or related field.
- Six (6) years of work experience in human resource management functions.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of leadership behaviors to leverage innovative thinking, drive organizational focus, and enhance cultural intelligence to achieve proven results through effective collaboration and empowerment.
- Knowledge and technical expertise in change management methodologies necessary to embed innovative and transformative behaviors throughout the organization.
- Skill in relationship building and networking to form a strategic rapport that supports innovation objectives and enhances an organizational culture of innovation.
- Skill with problem-solving and substantial reasoning with a proven record of successfully implementing large-scale program strategies and managing overall performance results.
- Skill and ability working in large, complex organizations, such as airport environments or governmental agencies, developing and implementing sustainability and wellness programs.
- Ability to be a self-starter and work in a dynamic, collaborative, and open environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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SENIOR MANAGER OF INTERNAL AUDIT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Internal Audit, the Senior Manager of Internal Audit is responsible for overseeing and directing audit activities related to complex financial and program operations within various departments, agencies, and external organizations that have contractual relationships with the Authority. This role involves managing a team of auditors, ensuring compliance with established procedures, and evaluating the effectiveness of internal controls. This position will formulate the annual audit plan, establish audit objectives, and provide guidance on documentation and analysis methods to support findings and recommendations. This position maintains a high level of integrity and transparency of the Authority's operations through rigorous auditing practices and effective leadership.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees planning, coordination, and performance of assurance and consulting engagements of auditors from beginning to end.
- Reviews auditor workpapers ad reports to ensure conformance with professional standards and Department specifications.
- Responsible for highly complex areas of an engagement while providing support to subordinates in their performance of less-complex areas.
- Communicates engagement progress, technical problems, and potential issues identified to supervisor and senior leadership stakeholders.
- Formulates and assists in developing the annual audit plan, determining specific audit focus and direction in alignment with organizational objectives.
- Oversees the execution of audit activities, ensuring compliance with professional standards and monitoring the progress of audit assignments.
- Provides guidance on proper documentation techniques, data gathering, and analysis methods to support audit findings and recommendations.
- Reviews and evaluates completed audit work for accuracy, adequacy, and compliance with established standards, ensuring that sufficient supporting documentation is present.
- Leads the internal and external assessment efforts for the Department by coordinating the assessments, communicating results of the assessments, and ensuring the Department takes any corrective action needed to ensure compliance with standards.

- Manages the Department templates, including the execution and communication of revisions to templates.
- Conducts audits of highly technical or complex areas to assess the effectiveness of management controls and compliance with relevant policies and regulations.
- Prepares comprehensive reports on audit findings for presentation to senior management, highlighting critical issues and recommendations for improvement.
- Collaborates with other departments and stakeholders to address audit findings and implement necessary changes for operational enhancement.
- Participates in periodic project status meetings with staff to discuss progress, challenges, and resource requirements related to audit activities.
- Ensures regular communication with management regarding audit progress, technical issues, and any concerns that may arise during the audit process.
- Assists Vice President with completion of the annual risk assessment, annual audit plan, and preparation for Audit Committee Meeting.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Business or Public Administration, or related field.
- Six (6) years experience as a professional auditor.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- If not currently a Certified Internal Auditor, will be expected to become certified by end of second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience as a professional auditor in the aviation industry.
- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to assist auditors with identification and communication of issues, with recognition of root causes to ensure recommendations are appropriate considering feasibility and overall risk, and with evaluation for inclusion in report.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Knowledge of auditing principles, practices, and procedures, particularly as they pertain to financial and program operations within government agencies and contractual relationships.
- Knowledge of local, state, and federal laws and regulations related to fiscal management and auditing, ensuring all activities comply with legal standards.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to assess the adequacy and effectiveness of management controls over operational activities, making informed recommendations for improvement.

- Ability to leaf follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Knowledge of the principles of governmental accounting, business and public administration.
- Ability to exercise judgement and discretion in evaluating audit findings for critical and non-critical matters.
- Advanced skill with Microsoft Office Suite.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF IT INFRASTRUCTURE

GENERAL DESCRIPTION

Under the general direction of the Director of ITS Enterprise Operations & Client Services, the Senior Manager of IT Infrastructure is responsible for leading the research and evaluation of emerging trends in the information technology field to assess their potential value and applicability to the organization. This role involves recommending the application of new products and solutions to maximize their value and enhance the Authority's Information Technology (IT) infrastructure. The Senior Manager will prepare comprehensive project plans and schedules, ensuring that all project objectives and system development requirements align with business needs. This position plays a critical role in facilitating successful project execution and strategic planning within the IT Infrastructure department.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates the Authority's IT infrastructure, regularly looking for new technology to address business needs.
- Recommend ways to apply new products and solutions that maximize their value and improve organizational performance.
- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Actively participates in project development as needed, contributing expertise and oversight to ensure successful outcomes.
- Monitors activities performed by project staff to ensure that all products and documentation meet departmental standards and quality expectations.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships to inform strategic planning.
- Develops plans for testing and implementing systems, monitoring those processes to ensure that desired results are achieved and maintained.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years' experience managing Information Systems projects, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of various information technology methods and equipment to inform strategic decisions.
- Knowledge of information technology systems design and programming, enabling effective oversight of infrastructure projects.

- Knowledge of IT infrastructure components, including servers, storage solutions, networking equipment, and cloud technologies.
- Ability to synthesize project information and establish the appropriate scope, objectives, and deliverables for various projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF LEADERSHIP & EMPLOYEE DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Leadership and Employee Development is instrumental in shaping the growth and performance of the workforce. This leadership role encompasses strategic planning, budgeting, and management of various organizational development and training initiatives. This role will assess current training gaps, anticipate future needs, and lead succession planning efforts to cultivate a high-performance culture. By implementing effective training programs and promoting employee growth initiatives, this position aims to enhance overall organizational effectiveness and align with the Authority's mission, vision, and values. Through collaboration and innovation, the Senior Manager will drive initiatives that foster leadership development and strengthen employee engagement across the Authority.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and implements the Authority's training programs, ensuring accurate record-keeping of all completed employee training.
- Develops and implements comprehensive leadership training programs that incorporate career development components.
- Collaborates with the Senior Manager of Employee Relations and Talent Acquisition to align job descriptions and career paths effectively.
- Facilitates and designs training and development curricula tailored for all Authority employees.
- Establishes and oversees mentoring and coaching programs to enhance employee development.
- Drives succession planning initiatives through targeted employee development strategies.
- Leads Leadership Team retreats and team-building exercises to foster collaboration and engagement.
- Innovates retention programs reinforcing the Authority's mission, vision, and values.
- Manages the Performance Management process, updates performance dimensions, and effectively administers the performance management system.
- Conducts annual performance evaluation training, incorporating strategies for performance improvement plans.
- Develops and manages the Authority's Training and Development budget to ensure effective resource allocation.

- Creates Requests for Proposals (RFPs) and oversees contracted services related to training and development.
- Assesses and analyzes training needs to ensure programs are aligned with organizational goals.
- Monitors and evaluates the effectiveness of training programs, making recommendations for improvement.
- Fosters a culture of continuous learning and professional development throughout the organization.
- Serves as a key resource for leadership on best practices in employee development and performance management.
- Stays informed about industry trends and advancements in leadership and employee development to keep programs relevant and effective.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Industrial Psychology, Organizational Development, Behavioral Science, Business Administration, or related field.
- Six (6) years of experience in leadership development or human resource management functions, specifically in employee development and training.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Suite and similar systems.
- Knowledge of HR principles, practices, and trends, focusing on leadership development, employee engagement, and succession planning.
- Knowledge and skill with adult learning principles, training methodologies, and development strategies to enhance employee capabilities and development.
- Knowledge and skill with performance measurement systems, goal-setting processes, and other technology skills and strategies for enhancing individual and team performance.
- Knowledge of organizational development theories, strategies, and best practices to drive positive organizational change and growth.
- Knowledge of change management principles and effectively navigating and leading teams through organizational transitions.
- Skill and ability to analyze and problem-solve, with the ability to identify issues, analyze data, and implement creative and innovative solutions.
- Skill in facilitating and managing change, including communicating change effectively and managing resistance.
- Ability to lead and manage high-performance teams, fostering collaboration and creating an environment conducive to growth and development.
- Ability to think strategically and align training and development initiatives with organizational goals and objectives.
- Ability to command respect, influence others positively, and exhibit leadership presence within the organization.
- Ability to work effectively in a diverse and inclusive environment, demonstrating awareness and sensitivity to cultural differences.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR MANAGER OF MARKETING PROGRAMS & PARTNERSHIPS

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Marketing Programs and Partnerships is responsible for conceiving and implementing sound strategies in the areas of marketing and community engagement to achieve specific growth objectives. The position will oversee the Marketing team's in-person marketing efforts, including community event activations, celebrations, hosted events at the Airport, strategic engagement, in-kind marketing partnerships with community organizations, and TPA's world-class public art program. The position oversees several significant ongoing projects simultaneously while juggling other assignments as they arise.

This position requires flexibility to work days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Identifies, negotiates and implements in-kind sponsorship agreements with entities such as community and tourism organizations. where the Airport has a vested interest in helping welcome out-of-town visitors to our community. Must be able to align efforts in this area with the Marketing goals of the Authority.
- Serves as point person for developing and maintaining strategic marketing relationships with organizations in TPA's extended catchment areas from which it draws passengers.
- Manages the effectiveness of in-person marketing activations within the community.
- Develops and implements strategies to maximize opportunities.
- Identifies and manages the business relationship aspects of projects within the Airport that include public displays or installations, both large and small projects as they may arise, that align with the Authority's strategic objectives.
- Provides leadership for the team's implementation and management of Tampa International Airport's internationally acclaimed public art program, including both permanent and rotating installations that are aligned with TPA's policies and strategic objectives for its art program.
- Facilitates the team's planning and execution of TPA's annual "5k on the Runway." Secures marketing sponsorships for the event to help offset costs.
- Oversees the department's events, providing support and strategic guidance for the planning and execution of those hosted by HCAA, large and small.

- Supports content creation, content marketing strategies, and/or other marketing and communications functions as needed.
- Manages project budgets with a focus on financial prudence and strategic resource allocation.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Communications, Business, or a related field.
- Six (6) years of relevant experience in Marketing, Communications, and/or project management.
- Three (3) years of supervisory experience.

- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in applying sound marketing judgment to develop and implement effective revenue-generating strategies.
- Skill in Microsoft Office Suite, including PowerPoint.
- Ability to leverage strong analytical and problem-solving skills to identify opportunities and drive effective solutions.
- Excellent interpersonal skills to foster collaborative relationships and communicate effectively with diverse stakeholders.
- Ability to work independently in a fast-paced environment with exceptional attention to detail.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF MARKETING STRATEGY & ADVERTISING

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Marketing Strategy & Advertising is responsible for overseeing and executing the Authority's digital marketing and other advertising initiatives to enhance brand awareness and drive revenue. This position leads a team of marketing professionals, provides mentorship, and collaborates with various departments to optimize digital content and strategies, utilizing analytics to measure success. Additionally, the Senior Manager will represent the Authority at industry and public events, fostering relationships to support marketing efforts.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages advertising strategies across multiple channels, including email marketing, social media, and digital advertising, to optimize the Authority's marketing efforts. Prepares marketing plans to meet specific objectives and executes campaigns from procurement process through to completion.
- Manages campaign budgets as well as vendor relationships and payments.
- Develops and maintains the Authority's email list/database, collaborating with team members and other departments for effective database segmentation and utilization.
- Collaborates with the Authority's Design Studio to create and maintain promotional content for the TPA website, ensuring consistency with brand guidelines.
- Manages the Marketing Reimbursement aspects of the Authority's Air Service Incentive Program, overseeing advertising campaigns from concept development to execution and final invoicing.
- Acts as an Account Manager for marketing initiatives across various departments, identifying objectives and managing projects through the design and implementation phases.
- Participates in the development and execution of community event strategies, including identifying target audiences and crafting messaging to engage the public effectively.
- Manages the planning and budget for the procurement of branded promotional items across the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate

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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Communications, Public Relations, Digital Marketing, or related field.
- Six (6) years of experience in digital marketing and strategy, or related field.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital marketing principles and practices, including email marketing, social media strategies, and digital advertising techniques to enhance brand visibility and drive revenue.

- Knowledge of data analytics tools and methodologies, such as Google Analytics, to measure and evaluate marketing campaign effectiveness and inform strategic decisions.
- Knowledge of branding principles and the importance of maintaining brand integrity across all marketing materials and initiatives.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF MATERIALS MANAGEMENT

GENERAL DESCRIPTION

Under the general supervision of the Director of Non-Capital Programs and Materials Management, the Senior Manager of Materials Management is responsible for overseeing administrative and warehouse tasks related to property and inventory control of organizational assets. The Senior Manager of Materials Management has significant autonomy in their duties and possesses a deep understanding of warehouse and inventory principles, including Supply Chain Management (SCM), along with proficiency in relevant software applications for inventory management and tracking.

The Senior Manager of Materials Management is expected to focus on short-term policy enhancements and improvements in warehouse strategy, while also providing strategic guidance on how the organization stores, replenishes, and manages its assets. The Senior Manager of Materials Management must be able to multitask effectively, prioritize efficiently, and foster a collaborative work environment to help achieve organizational goals. ***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for overseeing administrative and warehouse duties related to property and inventory control of organizational assets.
- Works in the development and execution of the overall Materials Management strategy to align with organizational goals and objectives.
- Collaborates with internal stakeholders, including Maintenance, Operations, and Planning & Development departments, to align Materials Management activities with organizational needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all warehouse equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Responsible for the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.
- Oversees inventory control and maintains the security of the inventory located in Authority Warehouses.
- Keep inventory control systems up to date and plan future warehouse capacity requirements.
- Assists with oversight of the Authority's Fuel Management System, including monthly reporting, and issues.
- Oversee the attic stock program.
- Oversee the receiving and disposal of surplus stock, including the preparation of Board Documents.
- Oversee Materials Management Key Performance Indicators (KPIs), including Days to Replenish and Daily Receipts.
- Responsible for titling, registration and signing for all Fleet vehicles and trailers on behalf of the Authority.
- Develops and implements effective SCM strategies and practices to optimize resources.
- Prepares clear and concise reports, emails, and presentations to inform and update relevant parties.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years of experience in warehousing, procurement, SCM, and/or property control.
-
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Forklift Certified.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of SCM principles, procedures, and regulations, including inventory management, replenishment, and surplus management.
- Knowledge of ordering and warehousing principles to optimize resources and enhance efficiency.
- Proficiency in inventory management systems and practices, including security and accountability of inventory.
- Knowledge of relevant software applications for document formatting, inventory management, and procurement tracking.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Skills in providing training, support, and mentorship to direct reports; ability to evaluate performance and conduct appraisals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 50 lbs
- Frequent pushing, pulling & dragging
- Continuous typing.
- Frequent use of van and medium duty trucks
- Regular use of a computer monitor

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SENIOR MANAGER OF NON-CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Non-Capital and Materials Management, the Senior Manager of Non-Capital Programs is responsible for providing procurement to various Authority Departments. This position oversees the development of solicitation documents, specifications, and contract documents for non-capital and professional service agreements. This position is also a department lead for the Enterprise Resource Planning or Contract Management system upgrades, patches, and issue resolution.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Ensuring adherence to established guidelines and promoting operational efficiency.
- Ensures compliance with all federal, state, and local procurement requirements in the selection of supply and service providers, contractors, concessionaires, consultants, and individuals providing services to the Authority.
- Represents the Authority in negotiating contracts, agreements, work orders, and change orders.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), Invitation to Quote (ITQ), sole source and government contract purchasing.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliersManages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Oversees the development of solicitation documents, specifications, contract amendments, change orders, renewals, and contract documents for various delivery methods and facilitates Solicitation processes.

- Manages Non-Capital program contract and solicitation templates.
- Analyzes cost and revenue projections against industry best practices.
- Analyzes proposals and bids for responsiveness and responsibility.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years experience in purchasing, contracts management and competitive procurement processes, of which at least three (3) years in public (government) purchasing.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council, within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP), within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business, or related field.
- Certified Professional in Supply Management (CPSM).

- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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

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

SENIOR MANAGER OF OPERATIONS SUPPORT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Senior Manager of Operations Support oversees the strategic management of the operations budget, critical contracts, programs, and projects within the operations department, while driving innovation and ensuring compliance. This role also includes supervising the Operations Support team and ensuring seamless coordination across various operational facets. The Senior Manager leads critical special projects, monitors operational efficiency, and ensures that airport administration, facility management, and passenger services are conducted to the highest standards.
Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides oversight of critical contracts and programs managed but the Operations department, ensuring that all contractual obligations are met, and innovations continually assessed for forward-looking improvements.
- Oversees daily operations, ensuring effective facility management and adherence to policies and security measures.
- Oversees critical special projects as assigned, ensuring they align with strategic goals and are completed efficiently and effectively.
- Ensures compliance with all contractual and regulatory obligations.
- Conducts periodic audits and implements corrective actions as necessary.
- Manages budgets with a focus on service and budgetary innovations to improve service and, where possible, reduce fiscal spending.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Six (6) years experience in airport operations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Aviation, Airport Operations, Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations, specifically 14 CFR Part 139, and associated requirements governing airport operations.
- Knowledge of safety management systems (SMS) and best practices related to airfield safety and compliance.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF PLANNING & DESIGN

GENERAL DESCRIPTION

Under the general direction of the Director of Design, the Senior Manager of Planning & Design is responsible for directing and supervising Authority staff and professional consultants related to planning, engineering, architectural and environmental design development of all capital projects for the Authority. This position directs all planning and design of airport facilities and infrastructure pertaining to the development, improvement, and expansion of the Authority's airport system. The Senior Manager also coordinates the design with the Authority staff and tenants and supervises the preparation of contract documents for construction.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that the development of the Authority's airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, capital project design conforms to the long-term objectives of the Authority.
- Ensures that the Authority's needs, and interests are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, and tenant development plans.
- Directs and supervises assigned design development activities to assure establishment and enforcement of guidelines, standards, and design criteria.
- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Develops and manages project budgets and schedules.
- Facilitates communication and collaboration of the design among stakeholders, Authority staff, team members, and other relevant parties.
- Manages the preparation of contract documents for construction.
- Develops, administers, and coordinates the selection of and contract negotiations with professional design consultants.
- Monitors the construction phase of projects to ensure compliance with the design intent.
- Ensures that on-airport developments are consistent, whenever possible, with applicable FAA advisory circulars and regulations.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Six (6) years experience in airport planning & development, airport operations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid State of Florida professional license in engineering or architecture.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and design & construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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SENIOR MANAGER OF PLANNING

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Senior Manager of Planning is responsible for leading, directing and supervising project management staff and consultants involved with airport master planning, , conceptual design planning, land use planning, height zoning and land use reviews for permitting development projects within Hillsborough County and at the Authority's four airports. This position provides airport design technical support for near-term projects, as well as updating forecasts and demand capacity analysis for terminal, intermodal, and airfield projects. The Senior Manager ensures that comprehensive plans are consistent with the Authority's strategic plan as well as City and County plans.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that projects for the four airports and related studies are produced in a manner that meets Authority goals, level of service standards, performance measures and program needs.
- Develops and implements Project Management Plans (PMP), as well as management professional services contracts.
- Ensures that necessary environmental studies, permits and mitigation program(s) are implemented in a timely manner to avoid delay in airport-wide capacity enhancement projects.
- Prepares scope of services for planning, passenger surveys and environmental studies
- Coordinates and provides guidance in the implementing the Authority's administrative procedures for procuring professional services.
- Responsible for conducting aircraft gate parking analysis, managing and maintaining GIS and environmental database, updating and maintaining AutoCAD airport planning/airspace analysis technology applications and files, evaluating airfield development projects for consistency with FAA advisory circulars, managing Airport Layout Plan amendment process for four airports, conducts Part 77/TERPS airspaces analysis for projects on and off-airport property and providing technical support for general aviation airport master plan/ALP updates.
- Responsible for leading and managing the Authority's Height Zoning permitting process for projects on and off-airport property, implementation of aircraft gate parking analysis, and manages Airport Layout Plan amendments for four airports.
- Manages and maintains the GIS height zoning database.

- Produce or supervise the development of inter-local agreements, height zoning regulation updates, FAA reimbursable agreements, regulations, reports or technical memorandums regarding navigational aids, passenger surveys, airport roadway access, airport forecasts, facility and site development requirements, on-airport land use plans and others.
- Conduct reviews of City and County comprehensive plans, site plans, land use amendments, rezoning petitions, DRI/amendments, special use permits, Project Development Environmental (PDE) studies, new school sites for compatibility with Authority's airports.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation Management Engineering, Urban Planning, Architecture, or related field.
- Six (6) years experience in airport planning, or related field.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Management, Architecture, Engineering, Urban Planning, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport planning and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PROJECT CONTROLS

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Senior Manager of Project Controls responsible for tracking and reporting overall project schedules, cost estimates, status, and budget for the Authority's Capital Improvement Program (CIP) and Master Plan projects throughout those projects' life cycles. In addition, the Senior Manager, Project Controls assists the Project Directors in their overall project management role by providing cost and schedule control support and reporting mechanisms.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works with the Planning, Design, and Construction teams, including Project Directors, to ensure project cost estimates and schedules are updated regularly and accurately based on the status of each project.
- Reviews cost estimates for errors and completeness, cost controls, and reporting.
- Establishes criteria for cost estimating and reporting at all points in the project life cycle, from planning to construction.
- Reviews complex project schedules, schedule logic and provide comments/update, as necessary.
- Leads project review status meetings.
- Assists Project Directors and Project Managers with project management and reporting activities.
- Develops standardized project control processes, document control processes, reporting systems, and tools to improve project execution and reporting accuracy.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Five (5) years experience in airport planning & development, airport operations, or related field.
- Must possess a valid State of Florida professional license in engineering or architecture.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.

- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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SENIOR MANAGER OF RISK AND SAFETY

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Records Compliance, the Senior Manager of Risk and Safety performs supervisory and administrative work reviewing and ensuring that contractors, subcontractors, vendors, suppliers, and tenants doing business with the Authority have sufficient insurance coverage. This position obtains and maintains underwriting information for Authority-procured insurance coverages and adjusts, reviews, and negotiates property, automobile, liability, and workers' compensation claims on behalf of the Authority. This role also oversees the administrative function of the Enterprise Risk Management support team.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews contracts, procurement solicitations, leases, and other agreements to verify compliance with recommended insurance language and establish appropriate insurance limits.
- Collects, updates, and maintains underwriting data for the annual insurance policy renewal process, providing strategic recommendations for optimizing the Authority's insurance program.
- Mitigates the Authority's exposure to risk by coordinating all claims-related activities and resolving claims at the least possible cost through effective risk transfer techniques.
- Recommends and implements best practices for handling bodily injury and property claims, ensuring compliance with company policies and insurance industry regulations.
- Oversees post-loss reduction techniques such as salvage, subrogation, and rehabilitation to minimize the Authority's financial exposure.
- Manages relationships with key stakeholders, including peers, leadership, brokers, insurers, adjusters, and other third-party service providers.
- Supports airport safety initiatives by coordinating safety training and loss control functions to reduce accidents and occupational illnesses.
- Leads the Authority's business continuity efforts by establishing frameworks for contingency planning and coordinating training and testing of those plans.
- Conducts research on internal and external risk factors, including economic, market, and regulatory risks, to inform the Authority's risk management strategies.
- Updates and facilitates the implementation of risk management policies, procedures, and forms, ensuring the continuous improvement of the records and information management function.

- Manages the administrative processes of the Enterprise Risk Management support staff, ensuring efficient workflow and compliance with established standards.
- Participates in facility inspections when necessary to assess compliance with safety and risk management protocols.
- Provides input for developing the department's annual budget and contribute to the Authority's strategic planning efforts through effective risk management practices.
- Assists in implementing loss prevention/inspection programs including safety training, safety committee facilitation, as well as OSHA and SMS compliance.
- Coordinates training and outreach programs for staff and stakeholders to enhance understanding of risk management practices and compliance requirements.
- Conducts thorough audits of insurance documents and claims to ensure accuracy and adherence to established protocols and regulations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Risk Management, Business Administration, Public Administration, or related field.
- Six (6) years related experience.
- Three (3) years of supervisory experience.
- Experience in PROPworks Property and Revenue Management System or a similar risk management information system.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Risk Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance coverage requirements, including property, automobile, liability, and workers' compensation claims, ensuring compliance with regulatory standards.
- Knowledge of risk management principles and practices, including loss prevention strategies and safety compliance requirements such as OSHA and SMS standards.
- Skill in negotiating and managing contracts and agreements with contractors, subcontractors, vendors, and tenants to ensure sufficient insurance coverage and compliance.
- Skill in analyzing claims and claims-related data to formulate strategies for efficient resolution and cost-effective risk transfer techniques.
- Ability to supervise and mentor subordinate employees, promoting professional development and maintaining a high standard of performance within the team.
- Ability to develop and implement policies and procedures that guide the Authority's risk management and claims processes effectively.
- Skill in preparing and presenting detailed reports to senior management regarding claims status, risk exposure, and recommendations for improvement.
- Ability to stay current with industry trends, legal changes, and best practices related to risk management and claims processing.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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SENIOR MANAGER OF SECURITY COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety and Security, the Senior Manager of Security Compliance is responsible for overseeing the strategic management of Security Compliance. This role supervises Security Compliance personnel ensuring seamless coordination across various operational facets. The Senior Manager spearheads essential special projects, oversees compliance matters, and drives various security-related initiatives, fostering collaboration with aircraft operators, foreign air carriers, and airport tenants. This position involves frequent engagement and alignment with personnel from the Transportation Security Administration.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary and immediate contact for the Authority's security related activities.
- Ensures all aspects 49 CFR 1542 and revises the Airport Security Plan to ensure up to date and in line with security directives.
- Immediately initiates corrective actions for any instance of non-compliance with 49 CFR 1542, its security program, and security directives.
- Performs regular and unannounced security inspections to ensure compliance with regulations and policies.
- Investigates security-related incidents.
- Drafts responses to TSA Letters of Investigations or Action Plans.
- Responds to emergencies and TSA notifications with regards to the Airport Security Program 24/7.
- Collaborates daily with tenants, business managers, and various governmental agencies at the county, city, state, and federal levels to ensure effective communication and coordination of services.
- Oversees critical special projects as assigned, ensuring they align with strategic goals and are completed efficiently and effectively.
- Ensures compliance with all contractual and regulatory obligations. Conduct periodic audits and implement corrective actions as necessary.
- Maintains data/documentation in reports, logs, etc., as required.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Six (6) years experience in airport operations, airport security, or related field.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Criminal Justice Information Systems (CJIS) certification within 12 months of hire.
- Must complete Airport Security Coordinator training and designation within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of current cybersecurity trends and best practices.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF SYSTEMS

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance, the Senior Manager of Systems ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, reliability, and value. This position oversees the maintenance and operations of a variety of mechanical and electrical systems, including baggage handling and passenger boarding systems. The Senior Manager is responsible for managing in-house trades personnel and outsourced maintenance contracts, ensuring that maintenance staff contribute to capital project development teams by providing insights on life cycle costs and reliability.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Develops and monitors departmental budgets for operations, maintenance, equipment, capital projects, and Automated People Mover (APM) Operations and Maintenance (O&M) contracts.
- Oversees the APM System Safety and Security Program Plan (SSPP) and ensure compliance with required annual Florida Department of Transportation (FDOT) safety regulations.
- Implements and monitors departmental goals and objectives to enhance operational efficiency and effectiveness.
- Develops and implements inspection and monitoring programs to assess facility conditions and protect the Authority's interests.
- Serves as Project Director for capital improvement projects, ensuring adherence to timelines and budgets.
- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.

- Manages utility expenses and develop energy management programs to optimize resource usage.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years experience in managing a maintenance operation including budget responsibilities, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

- Management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Frequent exposure to insects.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TECHNOLOGY PROGRAM MANAGEMENT OFFICE

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Application Services, the Senior Manager of Technology Program Management Office is responsible for providing technical leadership, expertise, and guidance on architectural standards, design, development, integration, and implementation of software solutions that empower Authority's business partners to achieve their objectives. This position also oversees production controls, access management, disaster recovery, and instance management to ensure operational integrity. The Senior Manager acts as a technical advisor in the planning and coordination of design, development, and implementation of mission-critical systems.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides architecture design and governance expertise while collaborating with stakeholders across business and IT to achieve company objectives.
- Oversees and manages production support, governance, instance management, access controls, technology platforms, and disaster recovery processes.
- Works directly with the Applications Development Group, IT Security, and Infrastructure/Network Organizations to deliver technology solutions that support regulatory, financial, and decision-making processes.
- Provides clear guidance on transitioning from current state architecture to future state through collaborative architectural roadmaps and runways.
- Demonstrates and creates prototypes, builds reference architectures, and defines effective solutions to meet business needs.
- Analyzes existing systems through interviews with technology and application subject matter experts (SMEs) to develop end-to-end current and future state architecture.
- Performs gap analysis between current and future state architecture to identify single points of failure, capabilities, capacity, fault tolerance, service level agreements (SLAs), and change windows.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) of experience deploying enterprise software applications incorporating core ERP applications, middleware integration, database management, operational support and technical documentations, or similar experience
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Three (3) years implementing and/or supporting Oracle Applications (EBS v 12.x.x and Cloud).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of relational database design, coding, and management.
- Knowledge of ITIL service management best practices to enhance service delivery and operational efficiency.
- Knowledge of Enterprise Resource Planning (ERP) software applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TERMINAL OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Terminal Operations and Guest Experience, the Senior Manager of Terminal Operations is responsible for providing strategic leadership and management of terminal operations, ground transportation services, and the coordination of construction activities within airport facilities. This role ensures seamless operations while effectively managing the complexities of ongoing construction projects and airport activities. The Senior Manager collaborates with key stakeholders, including contractors, engineers, airlines, and government agencies, to minimize operational disruptions and enhance the overall passenger experience. Additionally, this position oversees the Airport Duty Managers and the Terminal Operations Team.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the allocation of budgets and resources, establishing policies and procedures to maintain operational continuity for section.
- Monitors daily terminal operations to ensure the smooth flow of passengers and compliance with security and regulatory requirements.
- Coordinates with airlines, TSA, and terminal tenants to address operational issues and enhance safety and efficiency across terminal activities.
- Implements and enforces airport policies and procedures related to terminal operations, aligning them with safety, security, and customer service standards.
- Conducts regular inspections of terminal facilities to identify improvement areas and promptly address operational concerns.
- Serves as the primary liaison between airport operations and construction teams, ensuring effective coordination of construction activities.
- Reviews construction plans and project timelines, providing insights on operational impacts and necessary safety measures.
- Oversees safety inspections and audits of terminal areas and ground transportation facilities to identify and mitigate potential risks.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6) years experience in airport operations, guest relations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TRAFFIC

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety & Security, the Senior Manager of Traffic is responsible for overseeing the Traffic division within the Police Department. This position ensures adherence to policies and regulations mandated by State and Federal agencies concerning traffic flow and security at the airport. Additionally, the Senior Manager oversees the Airport Resource Officer (ARO) program, manages the division's budget and operations, and collaborates with various departments and agencies to promote effective traffic management and public safety initiatives. This position also involves mentoring and training subordinate staff, addressing performance issues, and participating in leadership team activities to develop strategic goals for the division.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs oversight and responsibility for the Authority curbside management program operation, a 24-hour, seven-day a week operation.
- Directs subordinates on customer service, policy application and problem solving; and investigates employee performance issues.
- Coordinates with other departments as well as outside Local, State and Federal agencies, to include the Federal Transportation Security Administration and US Military.
- Meets daily with the Vice President to provide updates on the unit’s operations and future needs.
- Manages and creates the division’s budget, schedule and equipment.
- Manages customer inquiries and situations.
- Oversees security procedures relating to the Airport Security Plan and imposed by the Federal Transportation Administration.
- Serves as a member of the department and Authority leadership team coordinating activities and developing short- and long-term goals and action plans.
- Acts as Hearing Officer for grievances or other personnel actions.
- Serves as the management team member for meetings and negotiations with the union.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Business, Management, Law, Criminal Justice, or related field.
- Six (6) years experience in law enforcement or Traffic.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and practices as they apply to airport operations, including adherence to State and Federal regulations.
- Ability to analyze complex issues and develop effective solutions to enhance operational efficiency and public safety.
- Knowledge of the Airport Security Plan and Federal Transportation Administration security procedures, ensuring compliance in all traffic operations.
- Skill in budget management, including the creation, monitoring, and reporting of financial resources for the Traffic division.
- Ability to manage multiple high-priority tasks simultaneously while maintaining attention to detail and operational soundness.
- Knowledge of customer service principles and practices, enabling effective handling of inquiries and resolution of issues.
- Skill in mentoring and training subordinate staff, providing guidance and support to enhance their professional development.
- Ability to coordinate effectively with various internal departments and external agencies, including law enforcement and transportation security organizations.
- Skill in conflict resolution, acting as a Hearing Officer for grievances and facilitating negotiations with union representatives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROCUREMENT AGENT

GENERAL DESCRIPTION

Under the general direction of a Senior Manager in Procurement, the Senior Procurement Agent is responsible for managing advanced procurement and contractual projects across various categories, including commodities, professional services, construction, and information technology. This position handles more complex and high-value procurements independently, performing in-depth research and document development for various solicitation methods such as competitive solicitations, government cooperatives, sole source, standardization, and quotes. The Senior Procurement Agent also develops and negotiates contracts, reviews requisitions, and processes purchase orders, ensuring compliance with established standards.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs in-depth research and document development to procure goods and services utilizing competitive solicitations such as Invitation to Bid (ITB), Reverse Auctions (RA), Request for Proposal (RFP), Invitation to Negotiate (ITN) and Request for Qualifications (RFQ), sole source, government cooperative contracts, standardization, and Invitation to Quote (ITQ).
- Analyzes cost proposals and financial data and prepares detailed management reports.
- Negotiates and develops contracts and ITB, RA, RFP, ITN, and RFQ solicitation documents, as well as coordinates and facilitates the ITB, RA, RFP, ITN, and RFQ through governing Board of approval.
- Analyzes contract terms and conditions and develops and processes change orders, amendments, and renewals, as needed.
- Reviews and processes requisitions, purchase orders and purchasing card payments.
- Utilizes contract administration software program and Enterprise Resource Planning (ERP) system.
- Prepares Board documents.
- Coordinates andoversees all meetings related to solicitations.
- Facilitates the bid and technical evaluation processes.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business Administration, Public Administration, or related field.
- Three (3) years of experience in formal contracting and procurement of goods/services.
- Certified Professional Public Buyer (CPPB); or a Certified Professional Purchasing Officer (CPPO) designation.
- Or equivalent combination of education, training, and experience.
- NIGP Certified Procurement Professional (NIGP-CPP) designation within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Experience utilizing automated procurement systems.
- Certified Professional in Supply Management (CPSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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

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

SENIOR PROJECT DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Director of Design or Senior Manager of Planning & Design, the Senior Project Director represents the Authority in the administrative, financial, and technical details of ongoing design activities. This position provides oversight of project-related communication between Authority staff, design consultants, the Authority's Consulting Engineer, tenants, and airport users on airport development projects. This position oversees the planning and design elements of capital improvement projects. The position is responsible for ensuring that, from an operational and functional aspect, all design elements are fully coordinated with Airport stakeholders, including meeting all Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory and operational requirements. This position ensures that the design of all projects is proceeding according to the Authority's goals, objectives, policies, procedures, and processes and that all schedule and budget requirements are met

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SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Manages capital improvement projects and other assignments, including coordination and oversight of Architectural/Engineering (A/E) and Design-Build (DB) firms and coordination with key stakeholders, including other Authority Departments and tenants.
- Monitors, controls, and reports on project budgets and schedules and prepares project management plan updates as required to manage the project.
- Reviews and approves A/E and DB design invoices.
- Prepares and reviews project status reports with department management.
- Reviews and approves design progress deliverables, including drawings and specifications, at designated intervals (e.g., 15, 30, 60, 90, and 100%).
- Leads design coordination and review meetings.
- Ensures the Authority’s design criteria are implemented in the project’s design.
- Interprets design questions from contractors and Authority construction personnel. Participates in construction progress meetings. Oversees any redesign activities and participates in the final inspection and acceptance of the project.
- Coordinates with design consultants to obtain required regulatory permits and design approvals as needed.

- Coordinates and establishes effective working relationships with other Authority departments, coordinate with governmental and code agencies, and assists in design administration duties.
- Holds project team meetings with stakeholders during the design process and keeps stakeholders updated and informed as the project moves through the design phase of each project.
- Performs review of tenant work permit plans and specifications.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Engineering, Architecture, or related field.
- Six (6) years experience in the design and/or management of infrastructure or facility projects or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management methods and practices.

- Knowledge of federal, state, and local codes, laws, regulations, and ordinances about public infrastructures, building and zoning codes, safety codes, environmental permitting, and real estate.
- Knowledge of the development of plans and specifications.
- Considerable knowledge of civil and architectural, structural, electrical, and mechanical engineering disciplines related to facilities projects.
- Knowledge of applicable State and County policies, rules, standards, and practices as applicable to procurement and contracts.
- Knowledge of department policies and procedures.
- Knowledge of project programming, scheduling, and estimating.
- Knowledge of Consultant's Competitive Negotiation Act (CCNA), consultant rates, fees, and cost structures.
- Knowledge of budgeting and fiscal policies.
- Knowledge of computer applications for engineering and architectural modeling, design, and drafting.
- Skill in visualizing spatial relationships and physical requirements.
- Skill in contract negotiation.
- Skill in engineering and/or architectural design.
- Ability to recognize and resolve potential engineering, architectural, and construction problems and site development issues.
- Ability to plan, organize, and supervise the work of others.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent walking, standing & sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROJECT DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Planning & Design, the Senior Project Director represents the Authority in the administrative, operational, and technical details of ongoing design activities. It provides oversight of project-related communication between Authority staff, design consultants, the Authority's Consulting Engineer, tenants, and airport users on airport development projects. This position oversees the planning and design elements of capital improvement projects. The position is responsible for ensuring that, from an operational and functional aspect, all design elements are fully coordinated with Airport stakeholders, including meeting all Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory and operational requirements, at a minimum. This position ensures that the design of all projects is proceeding according to the Authority's goals, objectives, policies, procedures, and processes and that all schedule and budget requirements are me

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SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Manages capital improvement projects and other assignments, including coordination and oversight of Architectural/Engineering (A/E) and Design-Build (DB) firms and coordination with key stakeholders, including other Authority Departments and tenants.
- Monitors, controls, and reports on project budgets and schedules and prepares project management plan updates as required to manage the project.
- Reviews and approves A/E and DB design invoices.
- Prepares and reviews project status reports with department management.
- Reviews and approves design progress deliverables, including drawings and specifications, at designated intervals (e.g., 15, 30, 60, 90, and 100%).
- Leads design coordination and review meetings.
- Ensures the Authority’s design criteria are implemented in the project’s design.
- Interprets design questions from contractors and Authority construction personnel. Participates in construction progress meetings.
- Oversees any redesign activities and participates in the final inspection and acceptance of the project.

- Coordinates with design consultants to obtain required regulatory permits and design approvals as needed.
- Coordinates and establishes effective working relationships with other Authority departments, coordinates with governmental and code agencies, and assists in design administration duties.
- Holds project team meetings with stakeholders during the design process and keeps stakeholders updated and informed as the project moves through the design phase of each project.
- Performs review of tenant work permit plans and specifications
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Architecture, Engineering, or related field.
- Six (6) years experience in the design and/or management of infrastructure, facility projects or related field.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management methods and practices.
- Knowledge of federal, state, and local codes, laws, regulations, and ordinances about public infrastructures, building and zoning codes, safety codes, environmental permitting, and real estate.
- Knowledge of the development of plans and specifications.
- Knowledge of civil and architectural, structural, electrical, and mechanical engineering disciplines related to facilities projects.
- Knowledge of applicable State and County policies, rules, standards, and practices as applicable to procurement and contracts.
- Knowledge of department policies and procedures.
- Knowledge of project programming, scheduling, and estimating.
- Knowledge of Consultant's Competitive Negotiation Act (CCNA), consultant rates, fees, and cost structures.
- Knowledge of budgeting and fiscal policies.
- Knowledge of computer applications for engineering and architectural modeling, design, and drafting.
- Skill in visualizing spatial relationships and physical requirements.
- Skill in contract negotiation.
- Skill in engineering and/or architectural design.
- Ability to recognize and resolve potential engineering, architectural, and construction problems and site development issues.
- Ability to plan, organize, and supervise the work of others.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting
- Occasional walking & standing
- Constant typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROJECT PAYABLES SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Senior Project Payables Administrator will process all the project and equipment purchases across the Authority. Performs at a full performance level with items of great complexity and high volume.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Audit and process construction pay applications, design, owner direct purchase, equipment and miscellaneous invoices on a yearly basis. Conducts annual physical inventory counts of the capitalized equipment.
- Track and monitor approximately construction pay applications, design, owner direct purchase and equipment invoices on a yearly basis for compliance with the Prompt Payment Act. Payments need to be made within a certain number of business days to avoid receiving an interest penalty that needs to be paid to the vendor.
- Audit and process owner direct purchase invoices on a weekly basis.
- Monitors Oracle workflow approvals to ensure payments are made on time since project payments are only made once a month.
- Update purchase orders for reclasses (moving costs amongst projects or tasks within the same project). This is inclusive of costs and commitments.
- Process project and equipment related re-classes and credit memos.
- Prepare year-end audit schedules (retainage held, accruals for design invoices, construction pay applications and miscellaneous invoices) for the external auditors.
- Verify accuracy of change orders and amendments. One of the approvers needed before change orders and amendments are processed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Three (3) years related experience
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with construction management software (Prolog, Primavera).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CIP processes and related financial management principles.
- Ability to perform detailed financial analysis and reconciliation between various accounting systems and project management software.
- Knowledge of federal and state grant management processes, including eligibility requirements and reporting obligations.
- Skill in advanced Microsoft Excel, including the ability to create complex spreadsheets and perform data analysis.
- Knowledge of computer operations using accounting and spreadsheet applications
- Ability to use word processing, spreadsheet, database and related software applications
- Ability to establish and maintain effective working relations with others within and outside own organization
- Ability to collect, organize and analyze data and develop logical conclusions

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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SENIOR PROPERTY CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Materials Management Manager, the Senior Property Control Specialist is responsible for managing central receiving, distribution, and inventory utilized by various Authority departments. This role creates and maintains an inventory of organizational assets and inventory, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and overseeing the disposal of organizational assets tracking the movement of assets within the organization, overseeing the disposal of organizational assets, performs receiving and delivery of goods to customer departments, researching inventory needs, obtaining supplier quotes, and ensuring compliance with inventory control measures.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs receiving and delivery of goods to customers from departments across the Authority, as needed.
- Performs checks when receiving deliveries for damage, verifying quantities, and receiving into the Authority's Enterprise Resource Planning ERP system.
- Oversees, establishes and maintains methods, procedures, and records to account for inventory and equipment purchases using the Authority's ERP system.
- Maintains current records for a wide variety of accountable inventory, equipment and materials.
- Performs reporting out of the Authority Inventory Management System, including daily, weekly, and monthly reporting, as required, including but not limited to, cycle counts, min-max reports, and Materials Management Key Performance Indicators (KPIs).
- Assists with testing of ERP system upgrades and patches and technical issue resolution.
- Assists with keeping inventory control systems up to date and plans future warehouse capacity requirements.
- Maintains an inventory of parts and equipment on hand.
- Coordinates with property custodians to ensure all property is accounted for.
- Research specifications to assist in determining appropriate inventory to purchase and prepare requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.

- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Initiates forms for the transfer of equipment.
- Disposes of surplus property and accounts for all funds generated through these sales, including preparing Board documents.
- Reviews and makes recommendations to improve warehousing functions and inventory control.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in warehousing, and/or property control.
- Or equivalent combination of education, training, and experience.
- Forklift certified or able to become forklift certified.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property control and inventory procedures to effectively manage and track organizational assets.

- Knowledge of rules and regulations governing the disposal of surplus property to ensure compliance during transactions.
- Knowledge of purchasing, storekeeping, and property control practices to optimize inventory management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 50 Ibs
- Frequent pushing, pulling & dragging
- Continuous typing
- Frequent use of van/medium-duty truck
- Regular use of a computer monitor

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SENIOR REAL ESTATE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Properties and Airline Affairs, the Senior Real Estate Project Manager is responsible for projects from inception through completion, conducting negotiations, contract writing and interpretation, and team leadership. This position operates within tight timelines and has a high attention to detail and full accountability to achieve objectives. The incumbent provides business and technical analysis, contract expertise, and impeccable customer service to internal and external customers in compliance with regulatory and airport policies and procedures to meet business, contract, and revenue goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, drafts, analyzes, interprets, and manages aeronautical and non-aeronautical leases, use and lease agreements, operating agreements, letters of intent, memoranda of understanding, and airline-related service agreements.
- Proactively manages and takes accountability for documents through the Board/CEO approval process, including drafting Board documents, gathering necessary documents, and tracking internal approvals.
- Works with internal and external departments and legal counsel to ensure contractual compliance with Federal, State, local rules and regulations and Authority policies and procedures.
- Manages projects to include successful onboarding of airlines and airline support companies.
- Acts as a liaison between Authority and airline support tenants.
- Coordinates site visits and provides meaningful insight as to how proposed actions may impact airline and airline support tenants.
- Establishes effective project/program outcomes, creates project schedules, and takes responsibility for successful completion of project.
- Interacts with stakeholders to identify and meet contractual and facility needs, including site visits on airport property.
- Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.
- Establishes effective project/program outcomes and schedules.
- Prepares and monitors project budgets, monitors allocated funds, and controls expenses.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, or related field.
- Three (3) years experience in contract writing and program/project management.
- Or an equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Paralegal and/or airline/airport experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of airport operations, with demonstrated emphasis on interactions and relationships between the airport, airlines, and ground handlers.

- Knowledge of real estate development.
- Knowledge or project management principles and methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR SOFTWARE ENGINEER I

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Senior Software Engineer I is responsible for designing, developing, testing, and maintaining high-quality software applications that address business and customer requirements. This role involves implementing features and capabilities for end users, both external customers and internal employees, as well as configuring and customizing vendor-provided packaged software. The Senior Software Engineer I demonstrates proficiency across multiple domain areas including ERP, interfaces, databases, application development, Data Analytics, APIs, and Cloud Services. They apply software engineering best practices to ensure code quality, participate in architectural discussions, and provide technical guidance on projects. This position works both independently on assigned projects and leads development efforts performed by Software Engineers, while collaborating with cross-functional teams to deliver solutions that align with organizational objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Project Leadership & Development**
- Lead and monitor project work requiring application development efforts.
- Determine scope of work estimation and forecasting.
- Promote a collaborative team environment and work closely with colleagues to achieve business objectives.
- Lead code reviews or use collaborative programming techniques to promote high quality business outcomes.

Software Development

- Write high-quality code that satisfies customer needs and strives for simplicity, clarity, and testability.
- Investigate and propose solutions to development and design problems.
- Adhere to architecture, design, implementation, and security standards and best practices.
- Develop reusable software building blocks to enable faster delivery.

Requirements & Integration

- Collaborate with stakeholders (e.g. business stakeholders, product owners, project managers, and end users) to understand functional and non-functional requirements.
- Conduct analysis to determine integration needs, and design and plan integrations.
- Improve performance of existing software by diagnosing and resolving critical issues.

Testing & Documentation

- Implement unit and integration tests and conduct functional and performance testing where appropriate.
- Prepare technical documentation, including software design evaluation plans, test results, and technical manuals.
- Adhere to established development practices and processes.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) to seven (7) years of experience in software application development, or similar experience.
- Or equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific competencies.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- **Technical Expertise**
- Expert in one or more coding languages (e.g., Java, Apex) with a focus on best practices in software development.
- Strong experience with development platforms (e.g., Oracle Cloud, Azure, etc.) and cloud services.
- Experience with relational databases (e.g., SQL, PL/SQL) and data management.

- Experience in building APIs for both internal and external products.
- Experience developing for multiple operating systems and platforms.

Methodology & Process Knowledge

- Experience with software development lifecycles and agile development methodologies.
- Strong understanding of context for code, codebase, and its relation to business objectives.
- Knowledge of software testing principles and methodologies to ensure high-quality deliverables.
- Knowledge of security best practices in application development to safeguard data and systems.

Professional Skills

- Excellent problem-solving and analytical skills with attention to detail.
- Demonstrated experience communicating complex technical information in a condensed manner to various stakeholders verbally and in writing.
- Experience working on a team as well as working autonomously.
- Growth mindset and a willingness to learn new skills, technologies, and frameworks.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR SYSTEMS BAGGAGE OPERATOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Supervisor, the Senior Systems Baggage Operator oversees the daily operations of specialized automated equipment, including conveyors and other electro-mechanical systems, within the baggage handling system. The operator develops and updates maintenance policies, monitors compliance with safety standards, and prepares reports to maintain accurate records of operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversee the daily operations of the Baggage Handling Systems (BHS), assigning staffing locations and responding promptly to equipment failures.
- Assists with contingency operations to minimize disruptions and impacts on customers during baggage processing.
- Plans job layouts and estimates materials, determining necessary equipment and tools for maintenance personnel to perform tasks.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of BHS assets.
- Creates requisitions for equipment, tools, and materials to ensure timely procurement for maintenance and operational needs.
- Assists in developing contract specifications and monitor contractor performance to ensure compliance with maintenance and construction requirements.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Very frequent lifting up to 50 lbs or more.
- Frequent bending, stooping.
- Pushing, pulling & dragging up to 6 hours per day.
- Occasional reaching overhead.
- Frequent kneeling, crawling & climbing.
- Occasional typing.
- Occasional exposure to extreme weather & chemicals.
- Frequent exposure to insects.
- Navigate frequently heights & confined areas.
- Occasional use of car/light truck & heavy equipment.
- Frequent use of power tools & golf cart.

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SENIOR TRAFFIC SPECIALIST

GENERAL DESCRIPTION

Under the general direction of a Traffic Supervisor, the Senior Traffic Specialist will perform team lead duties over Traffic Specialists in addition to providing information, public assistance and guidance to the public while enforcing parking laws and maintaining safety and control of vehicle and pedestrian traffic on airport arrival and departure drives, and other airport areas. The traffic division enforces airport parking laws and regulations and assists with Transportation Security Administration (TSA) transportation compliance requirements.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs team lead duties in a Public Safety and Security Department Police Traffic Division.
- Prepares daily and monthly work schedules, memorandums, correspondence, interoffice communications, etc.
- Directs and controls vehicular traffic on Aviation Authority terminal curbside drives and at checkpoint areas crossing taxiways.
- Completes written reports and required forms in accordance with standard operating procedures and directives.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Enforces parking regulations by issuing citations as necessary, maintaining order and compliance within the airport's parking facilities.
- Reassigns personnel as needed to maintain efficient public access to the airport.
- Trains and assists newly hired personnel.
- Assists with oversight of maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.

- Operates required communications equipment.
- Facilitates impounding of vehicles found in violation of airport parking regulations.
- Conducts regular inspections of traffic areas to ensure compliance with established safety standards and identify potential hazards.
- Engages in community outreach efforts to educate the public about traffic regulations and safety initiatives at the airport.
- Maintain accurate records of traffic incidents, citations issued, and other relevant data for reporting and analysis purposes.
- Assumes the authority of, and act on behalf of the Traffic Supervisor, as required.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or valid equivalent.
- Three (3) years experience in related field.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport traffic rules and regulations to ensure compliance and safety in managing vehicular movement within the airport.
- Knowledge of airport security protocols and procedures, enabling effective enforcement of safety measures and regulations.
- Skill in directing and controlling vehicular traffic to maintain safe and efficient flow on airport terminal curbside drives and taxiways.
- Ability to operate a tow truck and other airport vehicles safely and efficiently while performing traffic management duties.
- Knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Skill in the use of Word, and Outlook.
- Ability to plan, organize and oversee the work of others.
- Ability to engage with the community through outreach efforts, educating the public on traffic regulations and promoting safety initiatives at the airport.
- Ability to remain calm and make sound decisions under pressure and in the absence of supervision.
- Ability to train all personnel on company applications and procedures.
- Ability to use initiative and exercise sound judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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Software Engineer II

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Software Engineer II is responsible for designing, developing, testing, and maintaining high-quality software solutions that meet business and customer needs. This position builds upon the Software Engineer I role with greater autonomy and deeper technical expertise. The Software Engineer II designs and develops software applications, performs coding, debugging, testing, and troubleshooting throughout the application development process. This role involves creating features and capabilities for end users, whether external customers or internal employees, as well as configuring and customizing vendor-provided packaged software. The Software Engineer II supports multiple applications across various domain areas, including ERP, databases, application development, Interfaces, Data Analytics, API, and Cloud Services. This position performs work independently, collaborates with consulting resources, shares information, and assists others with work orders to ensure successful project outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Software Development

- Writes high-quality code that meets customer needs, emphasizing simplicity, clarity, and testability.
- Investigates and proposes solutions to development and design challenges.
- Develops reusable software building blocks to enable faster delivery and enhance efficiency.
- Improves the performance of existing software by diagnosing and resolving critical issues.

Project Collaboration

- Participates in code reviews and utilizes collaborative programming techniques to promote high-quality business outcomes.
- Participates in scope of work estimation and forecasting for projects.
- Conducts analysis to determine integration needs and designs and plans integrations effectively.

Testing & Documentation

- Implements unit and integration tests and conducts functional and performance testing where appropriate.
- Prepares technical documentation, including software design evaluation plans, test results, and technical manuals.

- Provides support and troubleshoots issues in production environments, ensuring minimal disruption to business operations.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Three (3) years of related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc.
- Experience with Agile/Scrum development methodologies.
- Experience with microservices architecture and containerization.

KNOWLEDGE, SKILLS, AND ABILITIES

Technical Expertise

- Advanced knowledge of one or more programming languages, with a focus on best practices in software development
- Knowledge of cloud development platforms (AWS, Azure, GCP) and similar technologies
- Strong understanding of database design, optimization, and data modeling
- Knowledge of microservices architecture and RESTful API design principles

Methodology & Process Knowledge
- Knowledge of software development lifecycles and methodologies (Agile, Scrum, Kanban)
- Knowledge of software testing principles, test automation, and CI/CD practices
- Knowledge of security best practices in application development to safeguard data and systems
- Strong problem-solving and analytical skills with attention to detail

Professional Skills
- Ability to learn new technologies and programming languages quickly
- Ability to work independently and as part of a collaborative team
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with others within and outside the Authority
- Ability to handle restricted, sensitive, and confidential information
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SOLUTIONS ARCHITECT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Business Architecture & Product Support, the Solutions Architect is responsible for providing technical leadership, expertise, and guidance related to architectural standards, design, development, integration, and implementation of software solutions that enable the Authority's business partners to achieve their objectives. This role leads the organization's Enterprise Resource Planning (ERP) strategy design and execution, ensuring alignment with business processes and objectives. The Solutions Architect executes strategic planning, manages implementation initiatives, and drives continuous improvement of ERP solutions to optimize data integrity, operational efficiency, and business outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops comprehensive application solution architectures that align with business objectives, utilizing best practices and industry standards. Define system components, modules, integrations, data models, and workflows.
- Collaborates with business stakeholders to gather, analyze, and prioritize functional and technical requirements, translating business needs into technical specifications and design documentation.
- Designs and implements seamless integrations between ERP systems and other enterprise applications, databases, and third-party platforms, ensuring data consistency, integrity, and security across integrated systems.
- Provides technical leadership and guidance to development teams throughout the ERP implementation lifecycle, mentoring junior architects and developers to foster a culture of innovation and excellence.
- Creates and maintains comprehensive architectural documentation, including design diagrams, architecture frameworks, and implementation plans, to support knowledge sharing and project continuity.
- Oversees the end-to-end implementation of ERP solutions, including configuration, customization, testing, deployment, and post-implementation support, ensuring timely delivery within budget and quality standards.

- Identifies opportunities to optimize ERP system performance, scalability, and reliability by implementing performance tuning strategies, monitoring system metrics, and conducting periodic reviews.
- Assesses risks associated with ERP implementations and develops mitigation strategies to address potential issues, ensuring compliance with regulatory requirements, data security standards, and organizational policies.
- Provides training and support to end-users and technical staff to ensure effective use of ERP systems and adherence to best practices.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in software application development, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Relevant certifications such as The Open Group Architecture Framework (TOGAF), Systems Applications, and Products (SAP) in Data Processing, Certified Application Architect, or Oracle Certified Master.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of ERP platforms such as SAP, Oracle, Microsoft Dynamics, or similar systems.
- Knowledge of ERP implementation methodologies, tools, and technologies.
- Knowledge of industry best practices and emerging trends in ERP systems and enterprise architecture.
- Knowledge of data management and governance practices to ensure data integrity and security within ERP systems.
- Ability to develop comprehensive documentation, including architecture designs, specifications, and implementation plans.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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Sr. Manager of Digital Technologies and Innovation

GENERAL DESCRIPTION

Under the general direction of the Director of Digital Technologies & Innovation, the Sr. Manager of Digital Technologies and Innovation oversees a team responsible for the development, deployment, and management of digital technologies designed to enhance passenger experiences and improve operational efficiency for the Authority. Additionally, this position focuses on integrating audiovisual (AV) systems, digital signage, LiDAR technology, and various passenger processing solutions while collaborating with cross-functional teams, stakeholders, and technology vendors to ensure successful implementation. The Sr. Manager of Digital Technologies and Innovation manages IT technical work, ensures the success of resolving unique challenges, and critical operational tasks that directly impact the travel experience.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Presents strategic plans, project updates, and performance metrics to the Director, ensuring alignment with organizational goals.
- Manages the planning, budgeting, and execution of digital technology projects, ensuring completion on time and within scope.
- Oversees the integration of AV, digital signage, and LiDAR technologies to improve the passenger experience and operational workflows.
- Coordinates with internal departments and external vendors to facilitate successful project outcomes and ensure seamless integration of technology solutions.
- Develops and implements systems for passenger processing to streamline check-in, security, and boarding processes.
- Prepares and delivers comprehensive reports on technology performance, project status, and innovation initiatives to inform strategic decision-making.
- Ensures all digital technology implementations comply with relevant regulations and standards, implementing robust security measures.
- Monitors and manages service requests and incidents within the IT Service Management (ITSM) tool, ensuring operational efficiency and timely resolution.
- Continually evaluates and identifies opportunities to improve efficiency and effectiveness in resolving issues and enhancing technology services provided to stakeholders.
- Leads cross-functional teams in the execution of complex projects, ensuring effective collaboration and communication throughout the project lifecycle.

- Drives a proactive approach to technology management, anticipating challenges and implementing solutions before issues arise.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of information technology experience in user support of desktops, applications, printers, peripherals, and cabling**.**
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of Passenger Processing experience.
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital technology systems.
- Knowledge of industry standards and best practices related to technology integration and operational efficiency in an airport environment.
- Knowledge of project management principles, including budgeting, planning, and execution of digital technology projects.
- Knowledge of relevant regulations and compliance standards pertaining to airport operations and digital technologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Sr. Manager of Passenger Processing and Innovation

GENERAL DESCRIPTION

Under the general direction of the Director of Digital Technologies & Innovation, the Sr. Manager of Passenger Processing and Innovation oversees the development, deployment, and management of advanced passenger processing solutions designed to enhance the passenger experience and improve operational efficiency for the Authority. Additionally, the position involves performing Information Technology (IT) technical work on all Common Use technology and passenger processing applications, while effectively managing the complexities of public-facing solutions. The Sr. Manager of Passenger Processing and Innovation analyzes and resolves a variety of unique challenges under minimal supervision, providing critical technology.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead a team in the design, deployment, and maintenance of advanced passenger processing solutions, including kiosks, self-service bag drops, LiDAR technologies and E-Gate biometrics.
- Manages the planning, budgeting, and execution of passenger processing technology projects, ensuring timely and within-scope delivery.
- Develops and implements passenger processing systems that streamline check-in, security, and boarding processes.
- Implement robust security measures to protect sensitive data and systems from potential cyber threats.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in Common Use and passenger processing with a broad technology background, or similar experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of Passenger Processing experience.
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of industry trends and emerging technologies relevant to passenger processing and airport operations.
- Knowledge of project management principles, including planning, budgeting, and execution of technology projects.
- Knowledge of System Center Configuration Manager (SCCM) being an advantage
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

STAFF ACCOUNTANT

GENERAL DESCRIPTION

Under the general direction of the Finance Revenue & Contract Administrator, the Staff Accountant maintains and reconciles the general ledger to ensure the accuracy of financial records. The role works with various departments to address financial activities and offer insights on accounting matters. Additionally, the role includes assisting in the preparation of financial statements, reports, and audits, and utilizing various software applications for financial analysis and reporting.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs general ledger account reconciliations to identify discrepancies and ensure data integrity.
- Supports the accounts payable process, including invoice verification, data entry, and payment processing.
- Assists in the accounts receivable process, including invoicing, collections, and maintaining customer account records.
- Prepares and posts journal entries for various transactions, ensuring timely and accurate recording.
- Conducts monthly and year-end closing activities, assisting in the preparation of financial reports.
- Supports the budgeting process by gathering and analyzing financial data, preparing variance reports, and assisting with adjustments.
- Assist in the preparation of tax returns and compliance documentation as needed.
- Monitors and analyzes financial transactions to ensure compliance with internal controls and policies.
- Participates in internal and external audits by providing necessary documentation and assistance to auditors.
- Provides support in the implementation of accounting software and tools to enhance efficiency.
- Assists in training and onboarding new accounting staff, sharing knowledge of processes and procedures.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SUSTAINABILITY & RESILIENCE PROGRAM DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Sustainability & Resilience Program Director is responsible for oversight, execution, monitoring, and reporting for the Authority's Sustainability and Resilience initiatives. This position fosters and facilitates a culture of sustainability and resilience throughout the Authority while serving as the lead representative for sustainability and resilience programs and initiatives. The Sustainability and Resilience Program Director will coordinate with project directors, develop and complete the Sustainable Design Criteria Manual (SDCM) checklists for each project, provide a range of cost estimates and cost-benefit data, work with designers and contractors, and monitor project implementation, execution and accountability.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Establishes and leads a team of Authority representatives (and interested tenants) to collaborate on sustainability and resilience issues.
- Oversees sustainability- and resilience-related projects and studies including but not limited to planning, design and construction projects.
- Coordinates with marketing and communications teams to prepare and execute communications programs to include collateral items, presentations, and special events related to sustainability and resilience programs and activities.
- Acts as a liaison for the Authority to gather ideas and sponsor events (such as TECO, Tampa Bay Regional Resiliency Coalition, Tampa Bay Clean Cities Coalition, etc.) to leverage and expand the Authority's cooperation with other local, state, and regional sustainability and resilience organizations and companies.
- Conducts benchmarking analysis and environmental and culture assessments to aid in program development.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Sustainability, Planning, Environmental Management, Engineering, or related field.
- Five (5) years experience in environmental engineering for an airport, or similar industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Sustainability, Planning Environmental Management, Engineering, or related field.
- Prior work experience with sustainability and resilience program(s).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of sustainability and resilience programs.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.

- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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SYSTEMS AUTOMATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Automation Manager ensures the operation of the Authority's Baggage Handling Systems (BHS) and associated control systems. The Systems Automation Manager oversees the Airport Systems Automation Technicians (ASAT), manage vendor support contracts, and develops budgets to support machine-level controls and vendor services. Additionally, this position conducts quality assurance inspections, coordinates contractor performance, and oversees training programs for technical personnel.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensures that the BHS operates effectively, meets TSA certification requirements, and aligns with design specifications.
- Manages the performance and technology of the BHS and other airport equipment as needed.
- Administers Asset Performance Management (APM) contracts and oversee APM operations to ensure optimal functionality.
- Provides support to Senior Manager in their absence, maintaining operational continuity.
- Reviews and analyzes BHS performance metrics to identify areas for improvement.
- Coordinates with TSA and other regulatory agencies on performance and operational issues.
- Conducts inspections of all Authority facilities to verify contractor job performance and compliance with standards.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering or a related field.
- Four (4) years experience in maintenance of a large facility with high level controls and computer programming on automated conveyance equipment, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport TSA security regulations and compliance standards.
- Knowledge of accepted methods, practices, and procedures for the repair and maintenance of BHS and associated equipment.
- Knowledge of safety practices and principles related to the repair and maintenance of airport automated systems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting.
- Frequent lifting up to 50 lbs or more.
- Frequent bending & stooping.
- Occasional pushing, pulling & dragging.
- Frequent reaching overhead.
- Occasional kneeling & crawling.
- Constant climbing.
- Constant typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals and insects.
- Navigate occasionally heights & confined areas.
- Constant use of car/light truck.
- Occasional use of heavy equipment & power tools.

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SYSTEMS AUTOMATION TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Systems Automation Manager, the Systems Automation Technician provides analysis, design, development, testing, implementation, management, and repair of automated Programmable Logic Controller (PLC) and computer-controlled systems at the airport. This role involves troubleshooting and maintaining critical automated systems, including the automated baggage system, , and airplane passenger loading bridges (jet-ways). The technician will also conduct post-incident analyses, recommend preventive maintenance actions, and implement improvements to existing software and programming.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes, programs, designs, implements, operates, troubleshoots, and maintains critical automated airport systems.
- Programs, tests, edits, and troubleshoots proposed hardware and software changes to complex airport systems using PLC ladder logic.
- Justifies and documents proposed changes to certified systems for approval by the Department of Homeland Security and management before implementation.
- Conducts post-incident analysis of automated system issues to identify root causes and corrective actions.
- Provides recommendations for improved preventive maintenance actions to enhance system reliability.
- Implements improvements to existing software reporting and programming to optimize performance.
- Develops contingency plans to mitigate the impact of future occurrences of system issues.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering
- Five (5) years of experience in the operation and maintenance of mechanical, electrical and electronics equipment
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of software applications installation, operation, testing, and maintenance methods for PLCs, Human Machine Interface software, and data historian software such as RSLogix, RSView, and SQL Server.
- Knowledge of airport TSA security regulations and compliance standards.
- Knowledge of accepted methods, practices, and procedures for the repair and maintenance of BHS and associated equipment.
- Knowledge of safety practices and principles related to the repair and maintenance of airport automated systems.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Knowledge in the use of specialized test equipment and tools used to diagnose and repair computer-controlled airport operations support systems and equipment.
- Ability to read, review, and interpret technical reports, contracts, specifications, and plans.
- Ability to train users in computer concepts and applications, and to provide technical assistance to computer staff.
- Knowledge of the parts requirements and inter-changeability of parts between various pieces of equipment.
- Ability to work effectively with others.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending & stooping.
- Occasional pushing, pulling & dragging.
- Frequent reaching overhead.
- Occasional kneeling & crawling.
- Constant climbing.
- Occasional typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals, and insects.
- Navigate occasionally heights & confined areas.
- Constant use of car/light truck.
- Occasional use of heavy equipment & power tools.

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

SYSTEMS BAGGAGE OPERATOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Supervisor, the Systems Baggage Operator maintains the efficiency of the airport baggage system by ensuring it is clear of blockages and functioning properly. This role involves clearing baggage jams according to safety protocols, performing accurate inspections for missing baggage, and resolving any issues within the baggage handling system.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Clears baggage jams in the airport baggage system while adhering to established safety protocols and procedures.
- Performs accurate inspections for missing baggage and resolve issues within the baggage handling system.
- Monitors and maintains the operational efficiency of the baggage system, ensuring it is free from blockages.
- Operates conveyor belts and other equipment for the movement of baggage and cargo.
- Drives golf carts on the ramp to transport baggage and equipment as needed.
- Cleans work sites upon completion of tasks to maintain a safe and organized environment.
- Assists electricians with the installation and repair of electrical wiring, fixtures, and related equipment.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Very frequent lifting up to 50 Ibs or more.
- Frequent bending, stooping.
- Pushing, pulling & dragging up to 6 hours per day.
- Occasional reaching overhead.

- Frequent kneeling, crawling & climbing.
- Occasional typing.
- Occasional exposure to extreme weather & chemicals.
- Frequent exposure to insects.
- Navigate frequently heights & confined areas.
- Occasional use of car/light truck & heavy equipment.
- Frequent use of power tools & golf cart.

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SYSTEMS MAINTENANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Maintenance Manager ensures the performance of specialized automated airport equipment, including baggage handling systems, passenger boarding bridges, and ground power units. The Systems Maintenance Manager oversees the operation, maintenance, and repair of airport facilities and equipment. This position is critical for maintaining the reliability and efficiency of airport systems.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the activities of employees and monitors contractors engaged in the repair, installation, inspection, and maintenance of specialized airport equipment, including baggage handling systems, passenger boarding bridges, and ground power units.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the reliability and efficiency of all systems.
- Supervises an equipment safety inspection program, conducting periodic inspections to ensure compliance with safety standards.
- Administers the Qualified Maintenance Professional Certification program to enhance staff skills and knowledge.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and contract integrity, addressing any inadequacies promptly.
- Develops and manages annual budgets for maintenance operations to ensure effective resource allocation.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Industrial Management, or related field.
- Four (4) years experience in the maintenance of aviation facilities, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Management Professional Certificate (FMP) from the International Facility Management Association (IFMA) completed within 9 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Lean Six Sigma

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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SYSTEMS MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Manager, the Systems Maintenance Supervisor oversees the daily maintenance activities of critical airport systems, including Baggage Handling Systems, Passenger Boarding Bridges, and Ground Power Units. This role involves developing and updating maintenance policies and procedures, monitoring compliance with safety standards, and ensuring operational efficiency. Additionally, the Systems Maintenance Supervisor will provide technical guidance and assist in the procurement of necessary equipment and materials to support maintenance operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Supervises the daily maintenance activities for critical airport systems, assigning tasks and addressing equipment failures promptly.
- Oversees the work of technical trades and maintenance personnel engaged in constructing, repairing, and maintaining airport facilities and associated equipment.
- Assists with contingency operations to minimize disruptions and impacts on customer service during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to ensure a safe, efficient, and effective work environment.
- Plans job layouts, estimates materials, and determines equipment and tools needed, creating drawings or sketches for maintenance personnel to follow.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Facilities Management, Industrial Management, or related field.
- Four (4) years of progressive experience in facility maintenance, maintenance of airport equipment, or related field
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- QMP/Leader Certification - TPC Supervisor Training, Qualified Maintenance Personnel- QMP (Internal Program).
- Supervisory Leadership Training
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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

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

SYSTEMS MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician I assists with the maintenance of specialized automated airport equipment, including baggage conveyors, passenger boarding bridges, and 400 Hz ground power units. This position responds to equipment issues and system alarms, perform advanced repairs on electrical and mechanical components, and maintain accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs preventive and predictive maintenance on automated equipment.
- Conducts inspections and maintenance on roll-up doors for security, fire protection, and lighting systems to ensure optimal performance.
- Assists with repairs, replacements, and setups of electrical and mechanical components, such as hydraulic systems, electric motors, and controls.
- Assists with troubleshooting electrical and mechanical issues, applying root cause analysis to determine and implement effective repairs.
- Assists with dismantling devices to access and remove defective parts using hoists, hand tools, and power tools as necessary.
- Assists with repairs and troubleshooting communication cables, including telecommunication lines, to maintain connectivity and functionality.
- Assists with the modification of equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant Standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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SYSTEMS MAINTENANCE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician II performs maintenance of specialized automated airport equipment, including baggage conveyors, passenger boarding bridges, and 400 Hz ground power units. This position responds to equipment issues and system alarms, perform advanced repairs on electrical and mechanical components, and maintain accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs preventive and predictive maintenance on automated equipment.
- Conducts inspections and maintenance on roll-up doors for security, fire protection, and lighting systems to ensure optimal performance.
- Executes advanced repairs, replacements, and setups of electrical and mechanical components, such as hydraulic systems, electric motors, and controls.
- Troubleshoots electrical and mechanical issues, applying root cause analysis to determine and implement effective repairs.
- Dismantles devices to access and remove defective parts using hoists, hand tools, and power tools as necessary.
- Repairs and troubleshoots communication cables, including telecommunication lines, to maintain connectivity and functionality.
- Modifies equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience installing or maintaining automated equipment or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.
- Previous work experience in an airport environment.
- Previous experience working on conveyors and/or passenger boarding bridges an 400 hz ground power.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.

- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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

SYSTEMS MAINTENANCE TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician III is an advanced technical role that provides preventive maintenance, troubleshooting, and repairs of essential equipment that supports operations, including passenger boarding bridges and baggage handling systems. This position involves mentoring junior technicians and trainees. Additionally, the technician responds to equipment issues, performs advanced repairs, and maintains accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides guidance and training to junior technicians and trainees, fostering skill development and operational excellence.
- Coordinates, dispatches, and assigns work tasks to ensure efficient completion of maintenance and repair activities.
- Leads the completion of projects and extensive repairs on passenger boarding bridges and baggage handling systems.
- Performs preventive and predictive maintenance on automated equipment, including baggage conveyors and 400 Hz ground power units.
- Executes advanced repairs, replacements, and setups of electrical and mechanical equipment components, including hydraulic systems and electric motors.
- Troubleshoots electrical and mechanical issues, conducting root cause analysis to implement effective repairs.
- Dismantles devices to access and remove defective parts using appropriate tools, hoists, and lifting devices.
- Repairs communication cables, including telecommunication lines, ensuring connectivity and functionality.

- Modifies equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of experience in installing or maintaining automated equipment or a similar field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Completion of the Quality Management Plan (QMP) Certification or equivalent Electro/Mechanical Certification is required.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.
- Previous work experience in an airport environment.

- Previous experience working on conveyors and/or passenger boarding bridges an 400 hz ground power.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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

SYSTEMS OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Operations Manager ensures the efficient and effective operation of the Baggage Handling System (BHS). This position manages a team of technicians while coordinating with various stakeholders to facilitate the smooth flow of baggage throughout the facility. Additionally, the role involves monitoring system performance, troubleshooting issues, implementing improvements, and ensuring compliance with safety and security regulations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinate's work performance, conducts open and honest performance check-ins and appraisals, and initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the day-to-day operations of the BHS, ensuring its smooth and uninterrupted functioning.
- Monitors the performance of the BHS, including conveyor belts, sorting machines, scanners, and associated equipment to promptly identify and resolve issues.
- Coordinates with airlines and ground handlers to ensure timely and accurate delivery of baggage.
- Conducts regular safety training sessions for the BHS operations team, emphasizing safe work practices and the proper use of Personal Protective Equipment (PPE).
- Optimizes system efficiency and minimizes downtime by implementing preventive maintenance schedules and conducting regular inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Engineering, Aviation Management, or related field.
- Four (4) years experience in the operation and maintenance of baggage handling systems, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Frequent exposure to insects.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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SYSTEMS OPERATIONS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Manager, the Systems Operations Supervisor oversees the daily operation of the airports baggage handling system This position involves troubleshooting and diagnosing issues, making adjustments to baggage system configuration and ensuring all systems operate at peak efficiency to minimize service disruptions. The Supervisor plays a key role in overseeing major upgrades and overhauls of complex equipment while also participating in developing preventative and corrective maintenance procedures.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinate's work performance, conducts open and honest performance check-ins and appraisals, and initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance and maintains and accounts for equipment as instructed.
- Responds to outages and system failures of shuttles, elevators, escalators, moving sidewalks, passenger loading bridges, and baggage conveyors, diagnosing and repairing issues promptly to minimize service disruption.
- Oversees and assists in the overhaul and major upgrades of elevators, escalators, shuttles, conveyors, and other critical airport operations support systems to maintain high serviceability standards.
- Inspects high-tech systems under overhaul or upgrade for compliance with established plans and specifications.
- Participates in the research and development of preventative and corrective maintenance procedures for existing and newly acquired systems to ensure serviceability and extend equipment lifecycle.

- Monitors conveyor line baggage flow and balance operations to optimize efficiency and effectiveness.
- Tracks and analyzes laser array statistics and other relevant performance metrics to maintain system integrity.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Engineering, Aviation Management, or related field.
- Four (4) years experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather and insects.
- Occasional exposure to noxious fumes.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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TERMINAL OPERATIONS DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Terminal Operations Duty Manager is responsible for planning, coordinating work, supervising, leading projects, advancing initiatives, and regularly assessing all areas of Terminal Operations. This position coordinates and manages construction activities to minimize operational impact or disruption and participates in various phases of emergency management and irregular operations while interacting with airlines, federal agencies, business partners, and airport management.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Resolves operational issues involving airline passengers, airport guests, tenants, public safety, and security.
- Coordinates with airport tenants and stakeholders regarding impacts to operations. Works closely with multiple internal and external customers to develop plans of action and response to various issues, including, but not limited to, security, access control, construction, airside capacity and response, and rule enforcement.
- Oversees the inspection of airport facilities, apron areas, gate positions, terminal buildings, roadways, and ground transportation lots to ensure safe and efficient operation and any other areas as directed.
- Makes decisions necessary to maintain the continued safe operation of the airport; eliminates or mitigates operational delays or negative impacts to customers with a focus on safety and customer service.
- Works with tenants to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airport.
- Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Four (4) years of experience in airport terminal operations at a medium-to-large airport, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Obtain and maintain position appropriate NIMS & emergency management training.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Traffic, the Traffic Operations Manager is responsible for overseeing scheduling and evaluating the performance of Traffic Supervisors and the Traffic Training Coordinator. This role includes managing the Curbside Management Program and the Traffic Operations Training Program, ensuring efficient day-to-day traffic operations at the terminal, remote curbsides, and Air Operations Area checkpoints. This position will provide strong leadership, promote positive employee relations, and work closely with the Senior Manager to meet operational needs and ensure adherence to safety protocols.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strong leadership to Traffic Supervisors while promoting and maintaining positive employee relations.
- Identifies and develops effective leaders capable of engaging employees, building trust, and holding themselves and direct reports accountable for results.
- Creates, maintains, and revises the schedules for the Traffic Supervisors and Traffic Training Coordinator.
- Provides direction and oversight and is responsibility for the Authority Curbside Management Program operation (24-hour, seven-days a week operation).
- Meets daily with the Senior Manager of Traffic to provide updates on the Traffic Division's operations and future needs.
- Provides input to the Senior Manager of Traffic on the development and management of the division's budget, schedule and equipment.
- Receives and resolves customer inquiries.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business Administration, Public Administration, or related field.
- Four (4) years experience in traffic control or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Ability to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and airport operations, including parking laws and regulations relevant to aviation environments.
- Knowledge of federal, state, and local laws and regulations pertaining to transportation and public safety, particularly those enforced by the Transportation Security Administration (TSA).
- Skill in supervising and mentoring staff, including providing training, performance evaluations, and professional development opportunities.
- Ability to assess and monitor changing traffic conditions, ensuring the safety and efficiency of vehicular and pedestrian flow within the airport.
- Ability to develop and implement operational plans and strategies that align with the objectives of the Police Traffic Division.
- Ability to handle operational and administrative problems effectively, proposing innovative solutions to improve traffic management processes.
- Knowledge of safety procedures and best practices, ensuring compliance with established standards to reduce accidents and enhance public safety.
- Skill in leadership, team-building, employee engagement, and consensus-building.
- Ability to effectively and simultaneously balance multiple high priority tasks.
- Ability to be results-driven, decisive and to execute plans that are operationally sound.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Traffic Supervisor, the Traffic Specialist is responsible for managing a wide range of traffic-related duties at the airport. This role encompasses directing and controlling vehicular traffic on terminal curbside drives, enforcing parking regulations, and ensuring the safety and security of the Authority property, facilities, staff, and the general public. The Traffic Specialist maintains efficient traffic flow while providing excellent customer service to airport users.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Directs and controls vehicular traffic on airport terminal curbside drives and at checkpoint areas crossing taxiways to ensure safe and efficient traffic flow.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Performs security duties to protect airport property, facilities, personnel, and the general public, ensuring compliance with safety protocols.
- Enforces parking regulations by issuing citations as necessary, maintaining order and compliance within the airport's parking facilities.
- Monitors and assesses changing traffic conditions, making real-time decisions to optimize traffic flow and safety.
- Conducts inspections of traffic areas to identify safety hazards and ensure compliance with established standards.
- Assists with traffic control during special events or emergencies, collaborating with other departments to ensure effective coordination.
- Participates in training and development programs to enhance skills related to traffic management and public safety.
- Conducts regular inspections of traffic areas to ensure compliance with established safety standards and identify potential hazards.

- Engages in community outreach efforts to educate the public about traffic regulations and safety initiatives at the airport.
- Maintain accurate records of traffic incidents, citations issued, and other relevant data for reporting and analysis purposes.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School diploma or valid equivalent.
- One (1) year verified work experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's degree in criminal justice, business administration, management, public administration or a related field.
- Previous experience in traffic control.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport traffic rules and regulations to ensure compliance and safety in managing vehicular movement within the airport.
- Knowledge of airport security protocols and procedures, enabling effective enforcement of safety measures and regulations.
- Skill in directing and controlling vehicular traffic to maintain safe and efficient flow on airport terminal curbside drives and taxiways.
- Ability to operate a tow truck and other airport vehicles safely and efficiently while performing traffic management duties.
- Ability to remain calm and composed under stressful conditions, effectively managing traffic situations and public interactions.
- Knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Skill in the use of Word, and Outlook.
- Ability to engage with the community through outreach efforts, educating the public on traffic regulations and promoting safety initiatives at the airport.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Traffic Operations Manager, the Traffic Supervisor is responsible for leading a team of non-sworn Traffic Specialists and Senior Traffic Specialists at the airport. This position focuses on providing public assistance and guidance while enforcing parking laws and ensuring the safety and control of vehicular and pedestrian traffic on airport arrival and departure drives, as well as other airport areas. The Traffic Supervisor enforces airport parking regulations and assisting with Transportation Security Administration (TSA) compliance requirements, while also mentoring and managing the performance of subordinate staff to achieve the objectives of the Police Traffic Division.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Plans, coordinates and supervises assigned functions and activities to help achieve Police Traffic Division objectives.
- Prepares daily and monthly work schedules, payroll, memorandums, correspondence, interoffice communications, etc.
- Verifies and approves timecards for assigned employees.
- Completes written reports and required forms in accordance with standard operating procedures and directives.
- Oversees traffic operations; observes personnel in the performance of their traffic management duties.
- Observes and assesses changing traffic conditions.
- Reassigns personnel to maintain efficient public access to the airport.
- Assists with traffic control duties.
- Recommends new systems and procedures to improve traffic operations.
- Resolves operational and administrative problems.
- Monitors the status of allocated funds and provide input to management concerning the annual budget process.

- Assists in the recruitment, interview process, and training of new personnel.
- Coordinates with other departments/agencies both internally and externally.
- Oversees the maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.
- Provides information and assistance to the public.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice or related field.
- Four (4) years of experience in related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and airport operations, including parking laws and regulations relevant to aviation environments.
- Knowledge of federal, state, and local laws and regulations pertaining to transportation and public safety, particularly those enforced by the Transportation Security Administration (TSA).
- Skill in supervising and mentoring staff, including providing training, performance evaluations, and professional development opportunities.
- Ability to assess and monitor changing traffic conditions, ensuring the safety and efficiency of vehicular and pedestrian flow within the airport.
- Ability to develop and implement operational plans and strategies that align with the objectives of the Police Traffic Division.
- Ability to handle operational and administrative problems effectively, proposing innovative solutions to improve traffic management processes.
- Knowledge of safety procedures and best practices, ensuring compliance with established standards to reduce accidents and enhance public safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC TRAINING COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Traffic Operations Manager, the Traffic Training Coordinator supports operations, public safety, and security activities at Tampa International Airport. This position is responsible for the development and facilitation of both classroom and hands-on training for all Traffic personnel, including newly hired traffic specialists. The coordinator will also oversee annual and remedial training requirements as mandated by the Florida Department of Law Enforcement (FDLE), ensuring that all training programs meet organizational standards and enhance the effectiveness of the Traffic Division's operations. Additionally, the Traffic Training Coordinator will evaluate employee performance, develop instructional materials, and maintain comprehensive training records to support continuous improvement and compliance within the department.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates employee performance, analyze, and identify opportunities for performance improvement and translates needs into lessons and remedial training modules.
- Develops, updates, and reviews reference guides and instructional materials associated with Traffic Training.
- Performs as a Lead Trainer for newly hired Traffic Specialists and conducts classroom and on-the-job training.
- Performs training related administrative tasks; develops and maintain databases of training records.
- Attends meetings, serves on committees, and makes presentations as needed.
- Performs administrative tasks, including answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Conducts monthly quality assurance reviews of traffic personnel performance and delivers analysis to supervision for follow-up coaching.
- Participates in the recruitment, review, interview, and selection process of traffic applicants.

- Maintains a comprehensive knowledge of training principles, procedures, and presentation techniques; research and assess new training techniques and programs; coordinate training resources and provide updates to web-based materials and printed guides when applicable.
- Demonstrates scheduling flexibility to accommodate training needs for all shifts.
- Maintains training records and reports.
- Testifies in court to provide an accurate account of information related to training records and emergency/non-emergency calls for assistance, as required.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or valid equivalent.
- Three (3) years experience as a Trainer.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in business administration, organization development, public administration, management, or a closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of training principles, procedures, and presentation techniques, ensuring the effectiveness of instructional programs for Traffic personnel.
- Skill in developing and facilitating both classroom and hands-on training sessions, tailored to meet the needs of newly hired traffic specialists and existing staff.
- Knowledge of regulatory requirements established by the Florida Department of Law Enforcement regarding training standards for traffic personnel.
- Skill in utilizing MS Office programs (Outlook, Word, PowerPoint, Excel) to create training materials, maintain records, and perform administrative tasks efficiently.
- Ability to maintain comprehensive training records and databases, ensuring compliance and supporting continuous improvement within the Traffic Division.
- Knowledge of quality assurance practices, including conducting monthly reviews of personnel performance and delivering actionable analysis to management.
- Knowledge of emergency procedures and protocols, allowing for effective engagement in traffic duties during staffing shortages or emergencies.
- Skill in making presentations and representing the Traffic Training Program in meetings and committees, effectively communicating training goals and updates.
- Ability to demonstrate scheduling flexibility to accommodate training needs across all shifts, ensuring comprehensive coverage for training sessions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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VICE PRESIDENT OF CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Chief Financial Officer, the Vice President of Capital Programs is responsible for coordinating the Capital Development Program, managing grant funding, and overseeing financial operations. Key responsibilities include developing both short- and long-term master schedules, tracking and forecasting project costs, maintaining records, assessing performance metrics, and driving process improvements. Collaboration with the Planning and Development Department is essential to ensure that the Authority's Capital Development Program remains on schedule and adheres to budgetary goals.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs and coordinates the development of the annual Capital Improvement Program; manages program budget.
- Manages the development committee process to ensure all departments provide necessary input to properly plan and track all capital projects.
- Ensures the Authority’s Strategic Business Plan is updated as necessary.
- Directs and coordinates the development of Project Management Plans and provides timely updates.
- Ensures the Capital Development Program Master Schedule is maintained and updated providing project scheduling and cash flow projections.
- Oversees the project closeout process, and records management.
- Provides necessary project cost data to Project Directors to ensure projects are within budget.
- Ensures proper reporting of Goals & Objectives and project performance measures.
- Provides management and oversight of external resources such as consultants and program management staffing.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long -term visions for the organization; Committing his/her area of the organization to meeting the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; Identifies cost effective approaches; Demonstrates broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Finance or related field.
- Ten (10) years experience in program management.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training and experience.
- Must possess a valid, Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Business, Engineering, or Management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Authority's strategic goals, ensuring their alignment with department projects.
- Ability to manage and mentor subordinate employees, fostering their professional development and ensuring adherence to performance standards.
- Knowledge of project management principles, including scope definition, budgeting, scheduling, and resource allocation, to ensure successful project implementation.
- Knowledge of financial planning and budget development processes, particularly for the Capital Improvement Program and related projects.
- Ability to provide accurate project cost data to Project Directors, ensuring financial adherence and budget compliance throughout project lifecycles.
- Skill in reporting on Goals & Objectives and project performance measures to assess and communicate the effectiveness of capital programs.
- Skill in process improvement methodologies, consistently seeking opportunities to enhance operational efficiency and project outcomes.
- Ability to maintain a high degree of coordination across departments, ensuring that project management plans are executed smoothly and effectively.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing up to 6 hours per day

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF CONCESSIONS & COMMERCIAL PARKING

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Concessions and Commercial Parking is responsible for managing revenue-producing leases and contracts related to non-aeronautical lines of business for the Authority. This role provides strategic leadership and oversees the planning, organization, and integration of all concession operations, including food and beverage, retail, advertising, sponsorships, on-airport and off-airport rental cars, as well as ground transportation services and all public parking. This position will develop and implement strategic plans aimed at enhancing revenue generation while evaluating and managing all lines of business. Additionally, the Vice President will monitor financial and customer service performance to ensure compliance with high standards, fostering strong relationships with internal and external stakeholders to drive operational success.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a strategic plan for non-aeronautical revenue development that aligns with the Authority's overall strategic goals and objectives, ensuring effective execution and tracking of progress.
- Oversees the management of the Airport’s public and employee parking, rental car, and ground transportation operations, including all associated revenues, contracts, programs, and products.
- Oversees all aspects of the Airport’s Concessions program including food and beverage, retail, advertising, sponsorships, vending, hotel and passenger services to meet revenue goals alongside exceptional service.
- Oversees the procurement and/or negotiation of all airport concession agreements in coordination with the Procurement and Legal departments to ensure compliance and effectiveness.
- Works closely with internal stakeholders on key projects, including the Master Plan, construction initiatives, and contract audits to align efforts and resources
- Oversee the development of revenue forecasts and budgets for the department, ensuring alignment with annual targets for concessions, parking, rental car, and ground transportation services.
- Develop and maintain ongoing revenue performance metrics for all revenue-generating assets, providing regular updates to executive staff and stakeholders.

- Establish and maintain strong working relationships with current and prospective business partners, fostering a collaborative culture with the Concessions and Commercial Parking Department.
- Collaborates with Executive Staff, Senior Staff, and other departments, tenants, and consultants to achieve Authority objectives and streamline operations.
- Directs the preparation and administration of the Concessions and Commercial Parking Department's operating budgets, ensuring financial accountability and strategic alignment.
- Markets business opportunities to identify and generate additional revenue sources for the Authority.
- Ensures that procurement processes are well-planned, with a focus on supporting Airport Concessions Disadvantaged Business Enterprises (ACDBEs) and Small Business Enterprises (SBEs).
- Reviews legislation and contract agreements to assess fiscal impact and ensure compliance with federal, state, and local regulations affecting commercial operations.
- Leads, motivates, and develops a team of personnel within the Airport Concessions and Commercial Parking Department, fostering professional growth and high performance.
- Conduct thorough analyses of business and financial plans for existing concessions to assess their short- and long-term viability, implementing necessary changes in collaboration with concessionaire partners.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Management or related field.
- Ten (10) years experience in planning, developing, and implementing concessions programs including negotiating and administering concession contracts.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Public or Business Administration, Management or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and a thorough understanding of Concessions Programs.
- Knowledge of principles and processes for providing customer service, such as assessing customer needs, meeting quality standards for service, and evaluating customer satisfaction.
- Knowledge of the parking business environment including social, economic, political and technical trends and their impact on parking revenue.
- Skills in problem-solving, analytics, and developing valuable business insights.
- Ability to create, manage, forecast, and analyze budgets.
- Ability to analyze and interpret parking revenue, trends, products and applications used worldwide and identify new sales channels for Airport parking.
- Ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting

- Continuous typing

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VICE PRESIDENT OF FINANCE

GENERAL DESCRIPTION

Under the general direction of Chief Financial Officer, the Vice President of Finance is responsible for directing the financial activities of the Authority. This role includes the preparation of financial statements and coordinating related external audits, as well as calculating rates and charges for airlines. The Vice President also manages accounts payable and receivable, budgeting, payroll, and collections, while coordinating the issuance of debt. Additionally, this position involves managing the Authority's investment portfolio and inventory to ensure financial stability and compliance with organizational objectives. The Vice President of Finance plays a critical role in shaping the financial strategy and ensuring the organization's effective management of financial resources.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates with the Chief Executive Officer and other executives with various financial analyses to support strategic decision-making.
- Develops and implements financial policies and procedures to enhance operational efficiency and compliance.
- Oversees the issuance of debt, including refunding bond issues, construction bond issues, commercial paper, and other financing methods for capital improvements.
- Maximizes revenues and minimizes expenditures, implementing strategies to protect the financial strength and stability of the Authority.
- Directs the establishment and management of the Authority's banking relationships and investment portfolio to optimize financial performance.
- Interacts with the Authority's trustees regarding bond covenants and the administration of existing debt to ensure compliance and effective management.
- Ensures compliance with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and vendors providing goods or services to the Authority.
- Oversees the preparation of financial statements and reporting to provide transparency and accountability in financial practices.
- Manages accounts payable and receivable processes to ensure timely and accurate financial transactions.

- Oversees budgeting processes, ensuring alignment with organizational objectives and effective resource allocation.
- Directs payroll and collections activities to maintain accurate financial records and ensure timely payments.
- Monitors financial performance and provides regular updates to the executive team, highlighting key metrics and trends.
- Leads financial audits and coordinates with external auditors to ensure compliance and accuracy in financial reporting.
- Conducts risk assessments related to financial activities and implements strategies to mitigate identified risks.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Ten (10) years experience in managing accounting or finance operations in aviation, public sector, or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Masters Degree in Accounting, Finance or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of budget development processes, including the ability to coordinate and manage annual and capital budgets effectively.
- Knowledge of banking and investment portfolio management.
- Knowledge of federal, state, and local procurement regulations to ensure compliance in the selection of contractors, concessionaires, and vendors.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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VICE PRESIDENT OF GENERAL AVIATION

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of General Aviation is responsible for directing the operations, maintenance, business, and marketing initiatives across the Authority's operations at General Aviation airports, including Tampa International Airport (TPA). This role involves coordinating the activities of each Fixed Base Operator (FBO) and fostering strong relationships with tenants to ensure seamless operations and service delivery. The Vice President oversees the maintenance of airfields, buildings, equipment, and utilities at these airports while engaging with key stakeholders to drive development and innovation in the general aviation sector.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees and manages the Authority's General Aviation system of airports, ensuring operational efficiency and strategic alignment.
- Provides strategic direction for future growth opportunities within the general aviation industry, including insights into Advanced Air Mobility.
- Develops and implements business development goals, business plan objectives, and policies for general aviation operations.
- Prepares and analyzes statistical reports to track performance and inform decision-making processes.
- Collaborates with the Real Estate department to provide strategic input on leases and agreements for general aviation facilities, ensuring airport interests are upheld.
- Manages the department's budgets for personnel, operations, maintenance, equipment, and capital projects to ensure financial accountability.
- Collaborates with the Communications department to develop and implement marketing strategies for public and community outreach programs related to General Aviation.
- Makes presentations to government, civic, neighborhood, and other groups regarding general aviation issues, as directed by the Chief Operations Officer.
- Provides key insights and recommendations to the Planning and Development department regarding master planning and land use at General Aviation airports.

- Monitors industry trends and innovations to adapt strategies and enhance the Authority's competitive position in the general aviation market.
- Identifies and assesses risks associated with general aviation operations and develops mitigation strategies as needed.
- Engages with stakeholders to gather feedback and improve services and facilities at general aviation airports.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or related field.
- Ten (10) years experience in airport operations management and maintenance, or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Operations Management, Business Administration, or related field.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of aviation business processes and operational requirements specific to general aviation.
- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling
- Constant typing
- Occasional exposure to extreme weather, noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Very frequent car/light truck

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VICE PRESIDENT OF HUMAN RESOURCES AND ENTERPRISE RISK MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Human Resources and Enterprise Risk Management is a senior executive leadership role responsible for overseeing strategic human capital programs and enterprise risk initiatives. This leader will guide a high-performing Human Resources team and a centralized Enterprise Risk Management function to ensure organizational alignment, accountability, and operational excellence.

The Vice President is accountable for the continued modernization of Human Resources systems and practices, overseeing workforce development, succession planning, labor relations, and employee engagement initiatives across the Authority. In addition, this role leads the Enterprise Risk Management function, including risk identification, insurance, and the integration of Authority-wide safety efforts to enhance risk visibility and mitigation strategies.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead and modernize HR programs across talent acquisition, employee relations, performance, benefits, total rewards, and training.
- Oversee workforce planning, succession development, and organizational design.
- Manage labor relations and collective bargaining agreements (currently one union representing police).
- Develop policies and programs that foster accountability, engagement, and compliance with employment laws.
- Partner with the Legal team on sensitive matters, including investigations, terminations, and litigation support.
- Optimize the Authority's HRIS platform (Oracle), partnering with IT to enhance system performance and employee self-service.
- Drive efficiency through process improvements and digital transformation of HR workflows and data reporting.
- Oversee the Enterprise Risk Management (ERM) function, including the identification, evaluation, and mitigation of organizational risks.
- Guide integration of Authority-wide safety programs under ERM, collaborating with operations on safety protocols, reporting, and compliance.

- Oversee Authority insurance coverage and claims, including property damage, liability, and workers' compensation.
- Promote a high-performance, inclusive culture built on total ownership and accountability.
- Lead by example with transparency, decisiveness, and strong cross-functional collaboration.
- Provide strategic counsel to executive leadership on talent and risk matters.
- Lead department personnel management, performance evaluations, and structural realignment as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or related field.
- Ten (10) years experience in human resources, risk management, organizational leadership or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or related field
- SPHR or SHRM-SCP – Certification.
- PHR or SHRM-CP – Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of human resource administration, risk and administration.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of budgetary principles and experience in effectively overseeing budgets.
- Skills in leading teams, with a wide range of administrative functions, and providing strategic guidance.
- Skills in presentations to a diverse group of stakeholders.
- Skills with integrating a performance-based compensation system.
- Ability to deal with difficult situations with tact and professionalism while maintaining employee trust.
- Ability to think strategically in policy and program development aligned with organizational goals.
- Ability to provide leadership and direction that cultivates respect and influences positive behavior at all organizational levels.
- Ability to assess exposures and determine appropriate insurance coverage.
- Ability to think strategically with excellent judgment, fostering informed decision-making on challenging and complex issues.
- Ability to manage organizational change effectively and efficiently.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking

- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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VICE PRESIDENT OF INFORMATION TECHNOLOGY

GENERAL DESCRIPTION

Under the general direction of the Chief Financial Officer, the Vice President of Information Technology is responsible for overseeing all technology and telecommunication activities for the Authority. This role includes establishing departmental goals and procedures, directing the development and maintenance of the Authority's website, TampaAirport.com, and monitoring both individual and operational performance. The Vice President develops long-range plans and strategies, and capital budgets, and oversees all technology capital projects. Additionally, this position involves managing the acquisition, development, implementation, operation, and maintenance of all information technology and telecommunication systems, including computer hardware, software, and networks.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive technology plan to advance the Authority towards the forefront of airport technology.
- Ensures that the technology strategy aligns with mainstream, proven technology solutions, promoting continuous improvement within the organization.
- Directs the planning, budgeting, coordination, and execution of all Information Technology projects, ensuring alignment with organizational goals.
- Oversees the technology components of all non-information technology department-managed projects to ensure effective integration and implementation.
- Manages the planning, coordination, development, implementation, training, and maintenance of all Authority-developed software, including the information kiosks.
- Directs the operation and maintenance of all Authority networks and IT infrastructure throughout the airport, ensuring reliability and performance.
- Oversees the development and ongoing testing of the Authority's IT disaster recovery plan and intrusion detection program to ensure preparedness.
- Directs the provisioning of IT services to airport tenants, managing and growing the Shared Tenant Services program to provide telephony and other services.
- Oversees the administration of the Authority's cellular telephone equipment and service agreements, ensuring compliance and efficiency in operations.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or Technology.
- Ten (10) years experience managing information technology operations in aviation, public sector, or related field.
- Five (5) years supervisory experience.
- Experience working with an Enterprise Resource Planning system.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration or Technology.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current and emerging information technology trends, strategies, and best practices relevant to the aviation industry.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Knowledge of software development lifecycles and methodologies, including Agile and Waterfall approaches, to guide application development efforts.
- Knowledge of regulatory compliance requirements affecting information technology, including data privacy laws and industry standards.
- Knowledge of cybersecurity principles and practices, ensuring the implementation of robust security measures to protect organizational data and systems.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF INTERNAL AUDIT

GENERAL DESCRIPTION

Under the general direction functionally to the Audit Committee and administratively to the Chief Executive Officer, this role directs the Internal Audit function for the Authority and leads the Internal Audit Team to complete a wide range of professional assurance and consulting engagements, strategic initiatives, and advisory services. The Vice President (VP) collaborates and communicates often with Senior Leadership and influences positive change within the Authority by being a trusted advisor. This position is responsible for completion of the annual risk assessment and annual audit plan. The VP ensures completion of required internal and external assessments and overall compliance with professional auditing standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Internal Audit function, managing a team of auditors to ensure compliance with established auditing procedures and standards.
- Plans, develops, and implements the annual audit plan, determining audit focus and objectives that align with the organization's strategic goals.
- Maintains staffing to ensure audit resources are available to execute the audit plan and oversees outsourced and co-sourced audit activities.
- Communicates and interacts directly with Executive Management and the Audit Committee regarding departmental activities and results of engagements.
- Collaborates and coordinates with stakeholders to ensure adequacy and timeliness of corrective action resulting from audit recommendations.
- Investigates and documents allegations of misappropriation to determine wrongdoing, identify parties involved, quantify loss, provide recommendations for criminal or civil prosecution, and testify on the Authority's behalf at court proceedings. Or determine if outsourcing the investigation is warranted.
- Provides guidance on documentation techniques and data analysis methods to support audit findings and ensure quality audit documentation.
- Monitors the progress of audit assignments, ensuring that audits are conducted efficiently and within established timelines.
- Conducts periodic status meetings with audit staff to discuss project progress, challenges, and resource needs related to audit activities.

- Develops and maintains the departmental budget.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field.
- Ten (10) years of progressively responsible audit experience.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must have a minimum of one (1) of the following: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- Must obtain a Certified Internal Auditor (CIA) certification within twelve (12) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Advanced skill with Microsoft Office Suite.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Knowledge of internal auditing principles, practices, and standards, particularly as they relate to financial and program operations within government entities.
- Knowledge of governmental accounting principles and public administration to ensure compliance with applicable regulations and best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations pertaining to fiscal management in government agencies, including those funded by federal grants.
- Skill in project management, enabling the effective planning, execution, and oversight of complex audit engagements.
- Skill in handling competing priorities to meet deadlines and commitments.
- Skill in leading and supervising audit teams, providing guidance, training, and performance evaluations to ensure high-quality outcomes.
- Skill in leading peer reviews and quality assurance activities.
- Ability to effectively present audit findings and recommendations to senior management and the Audit Committee.
- Ability to collaborate with various departments and stakeholders to address audit findings and implement necessary corrective actions.
- Ability to exercise sound judgment and discretion in evaluating audit findings, distinguishing critical issues from non-critical matters.
- Ability to perform audits of highly technical or complex areas, assessing the adequacy and effectiveness of management controls and compliance with policies and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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VICE PRESIDENT OF MAINTENANCE

GENERAL DESCRIPTION

Under the general direction of the Chief Development Officer, the Vice President of Maintenance is responsible for ensuring the safe, efficient, and reliable operation of all airport-related facilities and systems. This role encompasses oversight of various maintenance functions, including mechanical, electrical, plumbing, and specialized systems such as baggage handling and HVAC, while managing both in-house personnel and outsourced contracts. Additionally, the Vice President will administer the tenant work permit program to ensure compliance with codes and standards, as well as oversee key control functions. As a key member of the senior management team, this position involves strategic planning, budget management, and the development of policies and procedures that support operational excellence and customer service.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

Strategic Vision Setting and Leadership:

- **Develop and communicate a clear strategic vision for the Maintenance Department that aligns with the airport's overall mission and long-term objectives. Ensure that this vision is understood and embraced by all staff members.**
- **Foster a culture of innovation and adaptability by promoting new ideas and practices that enhance operational efficiency and service delivery while responding proactively to industry trends and technological advancements.**

Cultural Development:

- **Lead efforts to establish and maintain a strong, inclusive, and equitable culture within the Maintenance Department. Promote a workplace environment that values diversity and encourages collaboration, respect, and open communication among team members.**
- **Implement programs and initiatives that enhance employee engagement, morale, and job satisfaction, ensuring that staff members feel valued and empowered to contribute to the department's success.**

Performance Management and Accountability:

- **Establish and communicate clear performance expectations and metrics for all direct reports. Regularly assess team performance against these standards and provide constructive feedback to drive continuous improvement.**
- **Develop and implement a comprehensive performance management framework that includes ongoing coaching, mentoring, and professional development opportunities to maximize individual and team effectiveness.**

Operational and Resource Oversight:

- **Oversee the efficient operation and maintenance of all equipment and systems within the department, ensuring that resources are utilized effectively and responsibly. Promote best practices and continuous improvement initiatives to enhance operational performance.**
- **Ensure that all necessary specialty maintenance service contracts are established and managed effectively, aligning with budgetary constraints and operational needs.**

Financial Stewardship:

- **Develop, manage, and strategically allocate the department's budget, ensuring financial accountability and transparency. Regularly review financial performance against budgetary goals, identifying opportunities for cost savings and resource optimization.**
- **Advocate for necessary funding and resources to support capital projects, equipment replacement, and facility upgrades that align with the airport's strategic priorities.**

Safety and Compliance Leadership:

- **Champion a culture of safety within the Maintenance Department by ensuring that all team members are trained in safety protocols and procedures. Promote proactive reporting of potential hazards and enforce compliance with all safety regulations and standards.**
- **Regularly assess safety performance and implement improvements to foster a safe working environment for all employees.**

Change Management and Innovation:

- **Encourage a mindset of change and innovation within the Maintenance Department by promoting diverse thinking and styles across all levels of staff. Actively seek input from team members on process improvements and operational enhancements.**
- **Identify and implement initiatives that drive operational excellence and enhance the overall performance and reputation of the Maintenance Department.**

Organizational Structure and Talent Development:

- **Ensure that a robust organizational structure is in place to support the department's mission and facilitate maximum opportunities for employee development and advancement.**
- **Identify and nurture high-potential talent through targeted development programs, succession planning, and career pathway initiatives, ensuring a strong pipeline of skilled professionals ready to meet future organizational needs.**

Regular and Reliable Attendance:

- **Maintain regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and the organization.**

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Ten (10) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of leadership principles, team management, organizational development, and performance management.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, insects, and excessive noise.
- Navigate occasionally heights and confined areas.

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VICE PRESIDENT OF MARKETING, COMMUNICATIONS AND STRATEGY

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Marketing, Communications, and Strategy is a key executive leader, partnering closely with the CEO to shape and execute high-impact Aviation Authority initiatives. This role combines strategic foresight with operational expertise to elevate Tampa International Airport's position as a globally recognized hub. By integrating corporate communications, marketing, and strategic planning, this position drives transformative initiatives that enhance the Authority's brand, reputation, and stakeholder engagement. As the Authority's chief storyteller and brand architect, this leader develops cohesive communication strategies that align with the Authority's business objectives and amplify HCAA's mission and vision across diverse audiences.

This position is responsible for providing direct oversight to Communication, Marketing and Brand Strategy staff and will work closely with other program leaders and staff in shaping and implementing strategic initiatives. This position continually develops and improves Authority approaches to advance the Authority's programs and initiatives.

This position aligns external stakeholders and directs 3rd party resources to leverage the Authority's visibility and brand to advance its policy and program initiatives. The position serves as a key member supporting the CEO and Executive Team and is responsible for the overall planning, budgeting, staffing, and evaluation of all communications, marketing and brand activities consistent with policies established by the CEO and the Board.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Communications Oversight

- Oversee all corporate communications, including internal and external messaging, media relations, and crisis communications.
- Craft compelling storytelling to help articulate the Authority's vision, values, and performance to stakeholders, including employees, business partners, the community, and the public.
- Foster a culture of transparency and collaboration by developing effective internal communication strategies.

- Anticipate and manage potential risks, responding proactively to crises with clear and confident communication.

Marketing Excellence

- Develop and execute tailored brand narratives to strengthen airport awareness, customer engagement, and industry positioning.
- Analyze market data to inform decision-making and optimize marketing efforts.
- Oversee digital marketing, public relations, and advertising campaigns.

Executive Collaboration

- Act as a trusted advisor and partner to the CEO, providing insights and recommendations to support executive decision-making.
- Monitor industry trends, public sentiment, and emerging issues to inform strategic decisions.
- The Vice President of Communications, Marketing and Strategy serves as a key advisor and facilitator for the CEO and Executive Team, translating vision into action and fostering a culture of excellence and innovation across the organization.

Strategic Planning & Counsel

- Provide strategic counsel to the CEO and Executive Team in the development and execution of enterprise-wide plans. Monitor and analyze industry, regional, and local market trends to generate insights that inform strategic decision-making and keep the Airport ahead of emerging developments.

Communications & Marketing Leadership

- Oversee all aspects of the Airport's communications and marketing functions, including management of staff and budget, across external and internal communications, public relations, media relations, branding, advertising, and digital media. Ensure all campaigns and communication initiatives consistently promote the Airport's brand and convey key messages supporting the CEO and Executive Team's strategic initiatives and the Authority's mission with measurable results.

Passenger Experience Strategy

- Develop and champion strategies to enhance the passenger and guest experience, collaborating with operational and customer service teams to implement innovative solutions aligned with the CEO and Executive Team's vision for excellence. Drive initiatives aimed at improving customer satisfaction and service excellence.

Stakeholder Engagement, Consensus-Building, and Informed Consent

- Lead broad-based stakeholder engagement efforts to build consensus around the CEO and Executive Team's key initiatives. Work closely with internal stakeholders, airlines, tenants, industry partners, community leaders, and government agencies to align support and informed consent for major projects and ensure stakeholder needs are addressed in strategic plans.

Community & Business Outreach

- Spearhead strategic community engagement and outreach on behalf of the Airport. Identify high-impact community events, industry conferences, and civic forums for CEO and Executive Team participation to increase the Airport's visibility and influence. Cultivate strong relationships with business and civic organizations at local, regional, and state levels to promote the Airport's strategic initiatives and drive regional economic development.

Board and Executive Support

- Coordinate planning for Board of Directors workshops in conjunction with the General Counsel/Chief Legal Officer and the Executive Team. Develop workshop topics and strategically frame discussions to engage the Board on key issues and long-term strategy. Provide support in

preparing briefing materials and presentations for Board meetings, ensuring alignment with the CEO and Executive Team's strategic priorities and effectively communicating the Airport's vision.

Innovation Leadership

- Develop and lead the Airport's internal innovation lab program focused on agile innovation and strategic experimentation. Oversee a dedicated team piloting new ideas and technologies that improve internal processes, enhance customer experience, or generate new business opportunities. Foster a culture of creativity and continuous improvement, positioning the Airport as a leading-edge innovator in the aviation industry.

Cross-Departmental Collaboration

- Facilitate collaboration across all Airport departments to drive the execution of strategic initiatives, operating through influence rather than direct authority. Break down silos and encourage teamwork, ensuring departmental efforts align with enterprise priorities and that communications and marketing strategies integrate across the organization to maximize impact.

Executive Communications & Alignment

- Serve as a high-level advisor and coordinator for executive communications. Work with the CEO and Executive Team to align messaging on key organizational initiatives, ensuring internal and external communications strategically support these objectives. Provide targeted support to the CEO specifically for CEO-focused engagements such as speeches, public appearances, and individual leadership branding.
- Synthesize information and themes from multiple projects and initiatives into clear, actionable insights for the CEO and Executive Team. Prepare talking points, speeches, and presentation materials specifically for the CEO's meetings and events, ensuring consistent messaging aligned with Executive Team priorities, and help drive alignment among senior leadership around top priorities and directives.
- Support organizational change initiatives and ensure clear and consistent messaging throughout the organization.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long -term visions for the organization; Committing his/her area of the organization to meeting the goals of the vision.
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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Communication, Marketing or related field.
- Ten (10) years experience in corporate communications, public relations, journalism or related field of which at least five years in advising C-suite executives.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training and experience.
- Must possess a valid, Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Communication, Marketing or related field.
- Demonstrated success in a C-suite or senior executive role, preferably in a fast-paced solutions-oriented environment.
- Proven track record of managing high-profile communications and navigating complex messaging challenges to develop and execute enterprise-wide strategies.
- Bilingual language proficiency.

KNOWLEDGE, SKILLS, AND ABILITIES

KEY ATTRIBUTES:

- Executive Presence – has proven capacity to communicate with, and successfully reach, diverse target audiences. Leads the development and execution of exceptionally persuasive and clear verbal, graphic, and written communications. Outstanding interpersonal skills; demonstrates the highest level of credibility, judgment, honesty, and integrity.
- Results Orientation - identifies and implements initiatives that fulfill HCAA's Vision; embodies commitment to the organizational Mission and Guiding Principles; inspires mission alignment and trust. Solves problems with energy and a positive attitude.
- Collaboration and Influence – actively listens and processes complex information quickly. Persuades leaders both inside and outside of the organization with fact and elegance. Helps Potentially Affected Interests provide informed consent even when Authority initiatives may cause operational, financial or other significant challenges.
- Adaptability and Resilience - Manages and leads change with flexibility and grace.
- Effective Under Pressure - navigates complex situations with clear direction. Responds to evolving circumstances thoughtfully and in a timely manner, delivering high-quality communications while managing competing priorities and tight deadlines.

- Leads organizational response to all crisis communications.

LEADERSHIP DIMENSIONS:

- Verbal, Written and Technology-Based Actions – Seeks and listens for critical thoughts, ideas, and feelings, and technical information in an accurate and concise manner. Tailors delivery method and tone of communication to meet the needs and preferences of the other person and/or audience. Is adept at accessing and appropriately utilizing the Authority's communication, marketing and brand channels.
- Builds Effective Relationships – Establishes enduring and inclusive relationships within the Authority and with all key stakeholders. Commands the respect of employees, his/her peers, customers, and stakeholders. Manages beneficial partnerships in ways that take full advantage of internal and external synergies. Understands the impact of personal behavior on the perceptions of others. Places a high priority on the values of honesty, accountability and integrity.
- Gold Level Customer Service – Communicates a genuine willingness to work positively with all customers and visitors to the airport. Actively listens to their questions and/or concerns. Accurately identifies the service that will meet the customer's needs and wants. Proactively utilizes his/her comprehensive knowledge of the Authority's systems and services to explore options that go beyond the customer's immediate questions or concerns to create an expanded solution to the opportunity.
- Leadership and Engagement – Creates a positive environment and inspires others to buy into the Authority's mission and vision. Recognizes strategic possibilities and aligns the Authority's vision with those options. Clearly articulates the organization's direction by utilizing a variety of communication and marketing channels. Fosters a diverse culture where individual respect and enterprise-wide teamwork thrive. Passionately and convincingly articulates the steps and changes necessary to achieve the Authority's goals. Holds self and all employees accountable for achieving the performance goals.
- Leading and Managing Performance – Establishes clear direction and articulates the vision, priorities, and annual performance objectives. Communicates messages that motivate and inspire others to action. Fosters a work culture where mutual respect and enterprise-wide teamwork thrive. Builds ongoing learning into the Authority that enables the team to realize their full potential. Ensures that the team has accurate and timely feedback and the required resources to ensure successful performance.
- Professionalism- Delivering the Results – Demonstrates a commitment to personal excellence, ethical behavior, and integrity. Seeks out and acts on feedback. Addresses problems and makes appropriate decisions. Exhibits a personal commitment to overcoming obstacles. Demonstrates a commitment to continuous learning. Holds self-accountable for behavior and results.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing up to 6 hours per day

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VICE PRESIDENT OF OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Operations is responsible for overseeing the day-to-day activities and operations for the Authority, with a primary focus on ensuring safety, security, and customer service excellence for all airport users and guests. This position is pivotal to maintaining and enhancing the customer service experience, achieving all regulatory requirements, and leading the airport through planned and unplanned events and emergencies.
***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Assesses airport operations and identifies areas for continuous improvement.
- Develops, recommends, and implements approved enhancements to facilities to elevate customer service and passenger and airline accommodations.
- Enforces Operational Policies, Procedures, Rules, Regulations, and Operating Directives.
- Recommends and leads changes and additions to procedures to enhance safety, security, and efficiency.
- Creates, coordinates, and enforces operational procedures to ensure compliance with FAA and TSA regulations.
- Prepares and maintains the status of the Authority's Certification Manual and Emergency Response Plan.
- Ensures industry-leading compliance at all times.
- Serves as a liaison to Airline Station Managers and other tenants, understanding their needs and coordinating joint activities for successful outcomes.
- Leads, engages, and supports contracted aircraft rescue and firefighting services with the City of Tampa Fire Department.
- Develops and revises emergency plans in collaboration with external agencies and changes/enhancements to regulation and best practices.
- Acts quickly and decisively in emergencies and unusual situations.
- Leads efforts to ensure the constant readiness of all key stakeholders to emergency events/incidents at the Authority.
- Ensures communication with all partners during normal and abnormal events/incidents at the Authority.

- Acts on behalf of the Executive Vice President of Operations & Customer Service in their absence.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

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QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Ten (10) years experience in higher level operations at a medium to large airport, or similar industry.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Operations, Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Continuous hearing
- Occasional use of car/light truck

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reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

VICE PRESIDENT OF PLANNING & DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Development Officer, the Vice President of Planning & Development oversees all aspects of the Authority's airport facilities' planning, programming, design, and construction activities. This role advises the Chief Executive Officer on strategic plans for the airport's long-term growth. The position ensures consistency in implementation across all planning and development initiatives, coordinates inter-departmental efforts, and fosters strong customer relations. Additionally, the incumbent maintains regular communication with external consultants to safeguard the Authority's interests.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop comprehensive forecasts for airport activity and facility requirements, utilizing data analytics and trend analysis to anticipate future needs and ensure sustainable growth.
- Strategically define and prioritize airport development projects, conducting thorough system planning to align with long-term goals while effectively managing budgets and resource allocations.
- Lead environmental assessments and special studies to evaluate the impact of proposed airport developments, ensuring that sustainability and compliance with regulatory standards are central to decision-making processes.
- Prepare, review, and enforce planning, architectural, engineering, and construction contracts, ensuring alignment with the Authority's long-term vision and adherence to quality standards and regulations.
- Implement robust project management practices to monitor development schedules, ensuring timely execution of plans while adapting to evolving operational and regulatory requirements.
- Facilitate coordination with tenants, external stakeholders, and community partners to align development plans with broader regional goals and stakeholder interests, fostering collaboration and support for projects.
- Provides strategic leadership and oversight to Authority staff and consultants in the execution of Master Plan updates, while driving initiatives in sustainability, resilience, and environmental stewardship to align with organizational goals and vision.
- Ensure that all planning, design, and construction activities are compliant with approved plans, specifications, and regulatory frameworks, mitigating risks and enhancing project viability.

- Effectively implement the Authority's Height Zoning Ordinance, ensuring that airport development aligns with safety standards and community planning objectives while accommodating future expansions.
- Strategically manage federal and state grant and loan assistance programs, leveraging funding opportunities to support innovative airport development initiatives that align with long-term objectives.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Ten (10) years experience at higher level responsibilities in the areas of major airport planning, design, and construction.
- Five (5) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport planning principles, including forecasting activity, facility requirements, system planning, and master planning.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF PROCUREMENT

GENERAL DESCRIPTION

Under the general direction of Chief Financial Officer, the Vice President of Procurement acts as the Chief Procurement Officer for the Authority and is responsible for all direct and indirect procurement and supply chain management, including inventory and warehousing. This position provides leadership, direction, and strategic vision in the development of the procurement process, assist with developmental specifications and scopes of work, select an appropriate method of procurement and contract type, negotiate contracts and assembly of contracts or agreements, and award recommendations for submittal to the Board of Directors.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and executes the overall procurement strategy to align with organizational goals and objectives.
- Collaborates with internal stakeholders, including Finance, Operations, and Legal Affairs departments to align procurement activities with organizational needs.
- Prepares and presents procurement reports to senior management and stakeholders.
- Ensures compliance with all federal, state, and local procurement requirements in selecting contractors, concessionaires, consultants, and individuals providing goods or services to the Authority.
- Develops and implements purchasing and contract management instructions, policies, and procedures.
- Develops and manages the procurement budget, monitoring expenditures and ensuring adherence to financial goals.
- Resolves vendor or contractor grievances and claims against suppliers.
- Directs activities of personnel engaged in buying, selling, and distributing materials, equipment, equipment, and supplies.
- Represents the Authority at industry events and forums to enhance its visibility and network within the procurement community.

- Leads or provides guidance on initiatives aimed at continuous improvement in procurement practices and performance.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Finance, Construction, or related field.
- Ten (10) years experience in purchasing, contracts management, and competitive procurement processes, of which at least seven (7) years in public (government) purchasing.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Certified Public Purchasing Officer (CPPO).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Finance, Construction, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Quality Public Procurement Department (QPPD), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Experience in utilizing automated procurement systems.
- Certified Professional in Supply Management (CPSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing, supply chain management, and procurement within a public agency.
- Knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices in public agencies.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

- Continuous use of a computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF PUBLIC SAFETY & SECURITY

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Public Safety and Security serves as the chief law enforcement officer for the Authority, ensuring the safety and security of all individuals and property at Tampa International Airport. This role encompasses the enforcement of laws and regulations, as well as the overall leadership and administration of the Airport Public Safety and Security Department. The incumbent coordinates law enforcement and security activities with tenants, external agencies, and the Federal Transportation Security Administration (TSA) to maintain a secure environment. Additionally, they prepare and update the Master Airport Security Plan and remain informed on evolving federal and state regulations to ensure proper enforcement. As a key member of the Authority's leadership group, the Vice President actively engages with various stakeholders to promote effective safety and security measures throughout the airport.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Plans, coordinates, directs, and supervise the activities of Authority personnel engaged in Airport Operations Center, Security Administration, police and traffic programs to ensure that laws and regulations are enforced for the protection of people and property at the airport.
- Creates and maintains a strong sense of public service and customer relations to ensure that the public's needs for information, assistance, and counseling are met in a prompt and courteous manner.
- Implements and monitors the Federal Transportation Security Administration's procedures to ensure airport compliance with TSA requirements associated with law enforcement activities and to participate in the Joint Terrorism Task Force.
- Prepares annual budget for the Public Safety and Security Department.

- Reviews and updates Public Safety and Security Department policies and procedures to ensure that they remain current.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Law Enforcement, Criminal Justice, Public Administration or related field.
- Ten (10) years of experience in management and administrative level of law enforcement.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission (CJSTC) as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Knowledge of court procedures.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting

- Frequent typing
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Real Estate is responsible for developing and executing a strategic vision for the leadership, management, and development of the Authority's real estate portfolio, and oversees all passenger and cargo, airline-related leases, contracts and agreements. The Vice President of Real Estate builds and proactively maintains the Authority's relationships with key external partners, including airlines, aeronautical lessees, and commercial tenants. This position oversees the administration and maintenance of the Authority's comprehensive real estate database and works closely with the Authority's Finance and Legal Affairs departments to ensure appropriate billing and contract compliance for airline and associated leases and agreements. This position also assists in the preparation of airline revenue forecasts for incorporation into annual budgets and amendments.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary liaison and relationship manager for all airlines' corporate Airport Affairs departments, ensuring long-term airline partnerships that foster growth.
- Develops and executes the Authority's real estate strategy including land acquisition and disposition, commercial development, property management, and asset activation, with focus on optimizing revenue generation and long-term revenue stabilization.
- Leads cross-functional teams to plan, negotiate, and execute complex real estate transactions, public-private partnerships, and infrastructure projects aligned with strategic Authority objectives
- Actively engages in the development and implementation of the Authority's Capital Development Program through active engagement in the design, review, and development process.
- Oversees coordination of the contracts and processes involved in introducing new entrant air carriers into the Authority's market, including identifying appropriate gates and other facilities; and coordinating with the airlines and internal and external stakeholders to ensure that startup operations are organized, well-managed and efficient.
- Manages compliance by airport tenants in accordance with their leases and agreements, and routine monitoring of tenant operations to ensure quality and level of service, and for the timely and accurate updates to the department's lease management and billing system.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Business or Public Administration, Contracts/Property Management, or related field.
- Ten (10) years experience in airport/airline and real estate contracts and property management which must include work performed at a medium or large hub airport or with an airline in its properties division.
- Five (5) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business or Public Administration, Contracts/Property Management, or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport property management principles, including land acquisition, commercial development, and property management strategies to optimize revenue generation.
- Knowledge real estate contracts and agreements, ensuring compliance with federal, state, and local regulations while mitigating risks.
- Knowledge of financial forecasting and budgeting processes, particularly in relation to airline revenue, to contribute to the Authority's annual budgets and amendments.
- Knowledge of regulatory compliance requirements for airport operations and real estate agreements.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VISUAL COMMUNICATIONS DESIGNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Visual Communications Designer is responsible for creating visually compelling designs that meet needs while aligning with the Authority's brand standards. This role requires a deep understanding of the design process, from conceptualization to execution, across a variety of projects such as websites, advertising materials, posters, exhibitions, and corporate communications. The designer blends creativity with technical expertise and maintains a professional approach to project management, ensuring high-quality outcomes that enhance the Authority's visibility and effectiveness in community engagement.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Works with internal and external stakeholders to create new and original print, web, and multimedia designs based on client specifications, and needs.
- Advises the Authority on strategies to reach a particular audience.
- Creates and maintains files for all creative assets and resources, such as software, art materials, and special fonts, as required for record keeping and referencing.
- Assists in the management of production for all pieces from conception to completion.
- Produces and manages print-ready files for use in production as required, including correct file formatting, trim and bleed marks, etc.
- Serves as a reserve photographer and supports videography efforts.
- Supports social media efforts and campaigns with images and/or video.
- Seeks out new products and maintains cutting-edge industry knowledge.
- Assists with other functions of the Marketing & Communications team as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Graphic Design, Communications, or related field.
- Three (3) years experience in an in-house creative department or design firm.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of brand management principles and practices, ensuring effective development and maintenance of the Authority's brand identity across various platforms.
- Knowledge of design software and tools, including Adobe Creative Suite, to oversee the production of high-quality visual communications and marketing materials.
- Knowledge of the print and digital graphic production process.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

WILDLIFE PROGRAM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Wildlife Program Manager is responsible for implementing and managing Wildlife Hazard Management Programs for the Authority. This position handles wildlife transports them when necessary and provides training on wildlife management techniques and regulations to Authority personnel. The Wildlife Programs Manager is an integral part of the Airport Operations team, overseeing the day-to-day implementation of wildlife management programs across multiple airport facilities.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Conducts or oversees Federal Aviation Administration (FAA) compliant Wildlife Hazard Assessments, Wildlife Hazard Site Visits, and continual wildlife.
- Develops and updates Wildlife Hazard Management Plans, ensuring compliance with relevant federal and state wildlife regulations.
- Maintains all necessary permits and completes required reporting for wildlife control activities.
- Coordinates and collaborates with internal departments, external agencies, and airport tenants to align wildlife program initiatives and ensure effective wildlife management.
- Conducts wildlife surveys, harassment, and control measures, including trapping, relocation, and, when necessary, lethal removal.
- Delivers training sessions to airport personnel on wildlife management techniques, regulations, and best practices.
- Performs daily airfield wildlife inspections, documenting findings and taking necessary actions to mitigate wildlife hazards.
- Coordinates the mitigation or elimination of hazardous wildlife habitats on airport property and surrounding areas.
- Deploys and monitors wildlife containment or dispersal equipment, ensuring proper maintenance and functionality.
- Disperses wildlife hazards using approved methods such as vehicles, pyrotechnics, or other appropriate techniques.

- Investigates and collects data on aircraft wildlife strikes, contributing to understanding wildlife-related risks.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Biology, Environmental Science, or related field.
- Three (3) years of progressive experience implementing wildlife control programs, wildlife hazard assessments, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Regulations (FAR) Part 139, FAA Advisory Circulars, FAA CertAlerts, and State of Florida Regulations related to Wildlife Management.
- Knowledge of wildlife hazard management principles and practices applicable to airport environments.
- Knowledge of wildlife and natural resource rules and regulations on a local, state, and federal level, including the National Environmental Policy Act (NEPA).
- Ability to trap, haze, depredate, and euthanize wildlife as approved by permit or regulation.

- Ability to use firearms in accordance with the Authority's Wildlife Hazard Management Plan.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing
- Continuous typing
- Very frequent exposure to extreme weather
- Frequent exposure to excessive noise
- Very frequent use of car/light truck
- Frequent use of firearms

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCE REVENUE & CONTRACT ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Director of Financial Planning & Reporting, the Finance Revenue & Contract Administrator manages the billing rule function for the Authority, which entails translating terms/conditions of revenue contracts into the framework for an invoice. This position performs duties analyzing and developing improved managerial policies, practices, methods, procedures, and organizational structures. The Finance Revenue & Contract Administrator provides technical and professional assistance to departments and agencies by reviewing and independently analyzing complex organizational structures, procedures, and existing programs to identify areas where corrective action should be implemented.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the authority's billing rule function, which entails translating the terms/conditions of revenue contracts into invoice framework.
- Supports the revenue contract managers in ensuring that all contractual obligations are met and that all billing information is up-to-date with the latest drawings/space usage.
- Independently tracks contract expiration, renewals, and amendments to ensure that the contract managers are appropriately adhering to board-approved contract terms.
- Analyzes sales performance and investigates any variance between expected performance and actual performance. Ensures that revenue recognition is in line with the reported sales activities.
- Tracks surety/payment security requirements for Concessions departments.
- Records and reconciles public parking-book parking, ground transportation per-trip fee, and badging office activities.
- Provides support for all credit card processing revenue streams (online payments, badging, pre-book parking, ground transportation), including management of customer disputes, chargebacks, refunds.
- Manages all state sales tax and communication-related tax reporting and compliance.
- Manages contract-related GASB87 compliance, including contract oversight and tracking in support of the Authority’s annual external audit.
- Manages retiree billing administration and oversight supporting the Authority’s Human Resources department, including working with retirees on payment issues, questions, and various support.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Four (4) years of experience in accounting, bookkeeping or financial record keeping.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge in managing and working within large-scale financial ERP systems
- Ability to analyze accounting and fiscal data.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCIAL ANALYSIS AND REPORTING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Financial Planning & Reporting, the Finance Analysis and Reporting Manager is responsible for managing, planning, organizing, and directing aspects of the financial planning and budgeting activities for the Authority. Includes the oversight and management of the calculation of airline rates and charges and assistance with the completion of the annual operating budget, budget amendments and business plans. This position develops and provides input and recommendations to management regarding components of the budgeting and financial planning activities. The Finance Analysis and Reporting Manager provides expertise, leadership, and guidance to the Authority's staff, overseeing the development and implementation of interpreting, enforcing, and explaining the budget process, budget policies, and procedures, reviewing, analyzing, and developing recommendations regarding budget requests and other issues. The Finance Analysis and Reporting Manager will need to exercise considerable independent judgment in interpreting technical aspects of the budget process and strategic planning processes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs budgeted, business plan and actual calculations of rates and charges to the signatory airlines, determines and establishes airline agreement rates and charges for all airlines.
- Recommends adjustment to current rates and charges during the fiscal year based on operating results and levels of airline activities.
- Provide recommendations to management regarding the methodology of calculating rates and charges based on the interpretation of the airline lease agreement.
- Manages budgeting scenarios regarding all elements of the budgeting process.
- Researches and prepares data for the budgeted business plan and actual rates and charges to the signatory airlines, including space, activity, and expense and revenue summaries.
- Coordinates the presentation of budgets and other information to the airlines and prepares budget-related documents for presentation to the Authority's Board.
- Oversees the monthly reporting management reporting process, including oversight of proper revenue & expense accounting to ensure accurate annual rates and charges calculations.
- Oversees compliance with ongoing reporting and continuing disclosure requirements.
- Manages preparation of the financial section of the 20-year business plan.
- Review, monitor, and prepare reports for the ASIP and CFC programs.

- Supports Authority's Business Intelligence and Analytics development and roll-out.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Three (3) years of experience in accounting, bookkeeping or financial record keeping in a centralized accounting office with a direct impact on the general ledger or sub-ledgers.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERED QUALIFICATIONS

- Master's Degree in Accounting, Finance, or related field.
- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of budget development processes.

- Skilled in conducting financial calculations for budgeted, business plans, and actual rates and charges, with the ability to analyze operating performance and airline activity to recommend rate adjustments.
- Ability to direct the preparation of multi-year cash flow projections and manage financial aspects of long-term business plans, ensuring informed investment timing and maturity decisions.
- Skills to provide guidance on budget procedures, airline agreement modifications, labor allocation, and financing arrangements in response to changing business conditions.
- Knowledge of regulatory requirements, including the filing of IRS Form 8038 and compliance with bond issuance protocols.
- Ability to address financial issues and develop feasible solutions, particularly in capital development cash flow needs and investment strategies.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Information Security Architect I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of the Information Security Office, the Information Security Architect I is responsible for leading key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a deep understanding of current and emerging vulnerabilities and threats in the security industry, as well as critical business and technological processes. The Information Security Architect I performs essential client-facing managed security services activities. Additionally, this position entails conducting thorough investigations and analyzing events to thwart internal and external threats to the organization's environment while mentoring junior analysts and contributing to the development of security policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Strategic Planning:** Developing and implementing the organization's information security strategy, policies, and procedures to align with business objectives and regulatory requirements.
- **Risk Management:** Conducting comprehensive risk assessments and threat modeling to identify vulnerabilities, assess risks, and recommend appropriate mitigation strategies.
- **Incident Response Leadership:** Leading and coordinating incident response efforts, including managing security breaches, conducting forensic investigations, and reporting findings to senior management.
- **Security Architecture Design:** Designing and implementing security architecture for systems, networks, and applications, ensuring that security best practices are integrated into the technology infrastructure.
- **Compliance Management:** Ensuring compliance with relevant regulations, industry standards, and best practices (e.g., GDPR, HIPAA, PCI-DSS) through audits, assessments, and continuous monitoring.
- **Security Awareness and Training Programs:** Developing and overseeing security awareness training programs for employees to foster a culture of security within the organization.
- **Vendor Management:** Evaluating and managing third-party vendors and service providers to ensure they meet the organization's security requirements and standards.

- **Advanced Threat Analysis:** Analyzing and responding to advanced persistent threats (APTs) and other sophisticated cyber threats, leveraging threat intelligence to inform security practices.
- **Collaboration with Stakeholders:** Working closely with other IT and business units to ensure security measures are effectively integrated and aligned with organizational goals.
- **Security Tool Implementation and Management:** Selecting, implementing, and managing security tools and technologies, such as firewalls, intrusion detection systems, and endpoint protection solutions.
- **Reporting and Documentation:** Preparing detailed reports on security incidents, risk assessments, and compliance status for executive leadership and regulatory bodies.
- **Contract Language Review:** Review Authority contracts (per requests from Procurement) for specific language dealing with cyber issues, and provide input as needed to ensure cyber risks are addressed in contracts. Consideration should also be given to related compliance standards or requirements.
- **Software and Hardware Review:** per requests received, review proposed software and hardware additions to identify and assess any cyber risks, and provide feedback on those products and related vendors to the requesting department. Consideration should also be given to related compliance standards or requirements.
- **Continuous Improvement:** Staying current with the latest security trends, vulnerabilities, and technologies, and continuously improving security practices and policies based on evolving threats.
- **Mentorship and Training:** Providing guidance, mentorship, and training to junior security staff and analysts, helping to develop their skills and knowledge in information security.
- Must be able to participate in an on-call rotation or be on-call.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

Associate's Degree, or equivalent experience. Five (5) years of experience identifying and analyzing information security threats.

- More than one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, EC-Council, (ISC)2, ISACA, CSA, SANS or CompTIA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Must pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.
- CompTIA Cybersecurity Analyst (CySA+)
- Bachelor's degreee

KNOWLEDGE, SKILLS, AND ABILITIES

- **Advanced Information Security Concepts**: In-depth understanding of security principles, frameworks, and best practices (e.g., CIS, NIST, ISO 27001).
- **Risk Management**: Extensive knowledge of risk assessment methodologies, threat modeling, and risk mitigation strategies.
- **Network Security**: Proficient in the design and implementation of secure network architectures, including firewalls, VPNs, and IDS/IPS.
- **Incident Response and Management**: Familiarity with incident response frameworks and procedures, including preparation, detection, containment, eradication, and recovery.
- **Compliance and Regulatory Requirements**: Comprehensive understanding of laws, regulations, and standards affecting information security (e.g., PCI DSS, CJIS, TSA Amendments specific to airports, Data Privacy regulations, GDPR, HIPAA, PCI DSS).
- **Security Technologies**: Knowledge of security tools and technologies, including SIEM, endpoint protection, vulnerability management, and encryption methods.
- **Threat Intelligence**: Understanding of threat intelligence concepts, including sources, analysis, and application in security operations.
- **Technical Proficiency**: Strong skills in security tools, programming/scripting (e.g., Python, PowerShell), and security testing methodologies.

- **Analytical Skills**: Ability to analyze complex security issues, identify vulnerabilities, and recommend solutions.
- **Project Management**: Skills in managing security projects, including planning, execution, and monitoring of security initiatives.
- **Communication Skills**: Excellent verbal and written communication skills for reporting findings, presenting to stakeholders, and educating staff on security practices.
- **Problem-Solving**: Strong troubleshooting skills to address security incidents and technical challenges effectively.
- **Team Leadership**: Ability to lead and mentor junior analysts and collaborate with cross-functional teams.
- **Strategic Thinking**: Ability to develop and implement long-term security strategies aligned with organizational goals.
- **Continuous Learning**: Commitment to staying updated on emerging threats, technologies, and industry trends through ongoing education and professional development.
- **Adaptability**: Ability to adapt to rapidly changing security landscapes and organizational needs.
- **Ethical Judgment**: Strong sense of ethics and integrity in handling sensitive information and security matters.
- **Attention to Detail**: Meticulousness in analyzing data, logs, and reports to identify potential security threats and ensure compliance.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Information Security Architect II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of the Information Security Office, the Information Security Architect II is responsible for leading key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a deep understanding of current and emerging vulnerabilities and threats in the security industry, as well as critical business and technological processes. The Information Security Architect II performs essential client-facing managed security services activities. Additionally, this position entails conducting thorough investigations and analyzing events to thwart internal and external threats to the organization's environment while mentoring junior analysts and contributing to the development of security policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Strategic Planning**: Developing and implementing the organization's information security strategy, policies, and procedures to align with business objectives and regulatory requirements.
- **Risk Management:** Conducting comprehensive risk assessments and threat modeling to identify vulnerabilities, assess risks, and recommend appropriate mitigation strategies.
- **Incident Response Leadership:** Leading and coordinating incident response efforts, including managing security breaches, conducting forensic investigations, and reporting findings to senior management.
- **Security Architecture Design:** Designing and implementing security architecture for systems, networks, and applications, ensuring that security best practices are integrated into the technology infrastructure.
- **Compliance Management:** Ensuring compliance with relevant regulations, industry standards, and best practices (e.g., GDPR, HIPAA, PCI-DSS) through audits, assessments, and continuous monitoring.
- **Security Awareness and Training Programs:** Developing and overseeing security awareness training programs for employees to foster a culture of security within the organization.
- **Vendor Management:** Evaluating and managing third-party vendors and service providers to ensure they meet the organization's security requirements and standards.

- **Advanced Threat Analysis:** Analyzing and responding to advanced persistent threats (APTs) and other sophisticated cyber threats, leveraging threat intelligence to inform security practices.
- **Collaboration with Stakeholders:** Working closely with other IT and business units to ensure security measures are effectively integrated and aligned with organizational goals.
- **Security Tool Implementation and Management:** Selecting, implementing, and managing security tools and technologies, such as firewalls, intrusion detection systems, and endpoint protection solutions.
- **Reporting and Documentation:** Preparing detailed reports on security incidents, risk assessments, and compliance status for executive leadership and regulatory bodies.
- **Contract Language Review:** Review Authority contracts (per requests from Procurement) for specific language dealing with cyber issues, and provide input as needed to ensure cyber risks are addressed in contracts. Consideration should also be given to related compliance standards or requirements.
- **Software and Hardware Review:** per requests received, review proposed software and hardware additions to identify and assess any cyber risks, and provide feedback on those products and related vendors to the requesting department. Consideration should also be given to related compliance standards or requirements.
- **Continuous Improvement:** Staying current with the latest security trends, vulnerabilities, and technologies, and continuously improving security practices and policies based on evolving threats.
- Mentorship and Training: Providing guidance, mentorship, and training to junior security staff and analysts, helping to develop their skills and knowledge in information security.
- Must be able to participate in an on-call rotation or be on-call.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree, or equivalent experience five (5) years of experience identifying and analyzing information security threats.
- More than one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, EC-Council, (ISC)2, ISACA, CSA, SANS or CompTIA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Must pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.
- CompTIA Cybersecurity Analyst (CySA+)
- Bachelor's degree

KNOWLEDGE, SKILLS, AND ABILITIES

- **Advanced Information Security Concepts**: In-depth understanding of security principles, frameworks, and best practices (e.g., CIS, NIST, ISO 27001).
- **Risk Management**: Extensive knowledge of risk assessment methodologies, threat modeling, and risk mitigation strategies.
- **Network Security**: Proficient in the design and implementation of secure network architectures, including firewalls, VPNs, and IDS/IPS.
- **Incident Response and Management**: Familiarity with incident response frameworks and procedures, including preparation, detection, containment, eradication, and recovery.
- **Compliance and Regulatory Requirements**: Comprehensive understanding of laws, regulations, and standards affecting information security (e.g., PCI DSS, CJIS, TSA Amendments specific to airports, Data Privacy regulations, GDPR, HIPAA, PCI DSS).
- **Security Technologies**: Knowledge of security tools and technologies, including SIEM, endpoint protection, vulnerability management, and encryption methods.
- **Threat Intelligence**: Understanding of threat intelligence concepts, including sources, analysis, and application in security operations.
- **Technical Proficiency**: Strong skills in security tools, programming/scripting (e.g., Python, PowerShell), and security testing methodologies.
- **Analytical Skills**: Ability to analyze complex security issues, identify vulnerabilities, and recommend solutions.

- **Project Management**: Skills in managing security projects, including planning, execution, and monitoring of security initiatives.
- **Communication Skills**: Excellent verbal and written communication skills for reporting findings, presenting to stakeholders, and educating staff on security practices.
- **Problem-Solving**: Strong troubleshooting skills to address security incidents and technical challenges effectively.
- **Team Leadership**: Ability to lead and mentor junior analysts and collaborate with cross-functional teams.
- **Strategic Thinking**: Ability to develop and implement long-term security strategies aligned with organizational goals.
- **Continuous Learning**: Commitment to staying updated on emerging threats, technologies, and industry trends through ongoing education and professional development.
- **Adaptability**: Ability to adapt to rapidly changing security landscapes and organizational needs.
- **Ethical Judgment**: Strong sense of ethics and integrity in handling sensitive information and security matters.
- **Attention to Detail**: Meticulousness in analyzing data, logs, and reports to identify potential security threats and ensure compliance.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD CLIENT AND FIELD SERVICES

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client and Field Services, the Lead Client and Field Services is responsible for providing advanced technical support for hardware and software services to the Authority. This role requires the ability to independently resolve complex work problems across various areas, including service desk support, printer support, desktop and peripheral support, mobile device support, application support, and network support; actively engaging in hands-on tasks when required. The Lead Client and Field Services will guide the other team members daily, fostering a collaborative environment while encouraging creative and original thinking.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides tactical day-to-day leadership as well as mentors and guides junior staff members, providing support and knowledge to enhance their technical skills and performance.
- Assists in the development and implementation of best practices and standard operating procedures for technical support.
- Responsible for assisting in designing and configuring technology endpoints to adhere to industry security best practices and regulatory requirements, ensuring the protection of organizational data and systems against potential threats
- Creates and updates comprehensive documentation for endpoint architecture, configurations, and procedures to ensure clarity, consistency, and effective knowledge transfer within the team.
- Works closely with other ITS teams and departments to align endpoint solutions with organizational goals, ensuring seamless integration of products and services with existing systems and applications.
- Oversees relationships with endpoint equipment vendors and service providers, ensuring that contractual obligations are met and that the organization benefits from optimal support and service delivery.
- Responsible for assisting in the development and management of the budget for team projects and operational expenses, ensuring effective allocation of resources while continuously evaluating expenditures to identify cost-saving opportunities and maintain financial accountability.

- Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.
- Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.
- Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.
- Conduct user training and orientation sessions to promote IT best practices and enhance end-user productivity.
- Collaborate with IT colleagues to identify recurring issues and implement proactive solutions to prevent future incidents.
- Supports organizational change that fosters a quality of service essential to high performance.
- Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.
- Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.
- Serves as the point of contact for internal users seeking technical assistance via phone, email, or in person.
- Performs remote troubleshooting through diagnostic techniques and pertinent questions.
- Determines the best course of action to resolve the user's issue.
- Escalates complex or unresolved issues to the appropriate IT teams for further investigation and resolution to ensure user satisfaction.
- Follows up and updates the user on the status of issues.
- Documents all support interactions and resolutions in the IT ticketing system, ensuring thorough and accurate record-keeping for future reference.
- Provide support for devices, including desktops, laptops, peripherals, smartphones, and tablets, by configuring, troubleshooting, and resolving issues related to operating systems and applications.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.

- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Four (4) or more of the following: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Proficiency in diagnosing and resolving issues related to desktops, laptops, printers, mobile devices, and other peripherals, ensuring efficient operation and minimal downtime.
- Experience with remote support tools and software (e.g., Dameware, Remote Desktop) to assist users effectively and troubleshoot issues without requiring on-site visits.
- Knowledge of ITIL principles and best practices to effectively manage incidents, service requests, and changes within the IT environment, enhancing service delivery.
- Capability to train and mentor junior support staff, fostering a culture of continuous learning and improvement within the Service Desk and Desktop support teams.
- Demonstrates advanced ability to guide and mentor peers toward professional success.
- Demonstrates advanced skills in applying new technologies, soft skills and procedures.
- Demonstrates advanced ability to guide and mentor peers and teammates toward professional success; work within teams to achieve success with others
- Demonstrates intermediate ability to prepare and deliver effective section-level presentations at various levels.
- Demonstrates advanced intermediate ability to stay up-to-date on emerging technologies and industry best practices to continuously improve service delivery and support effectiveness.

- Demonstrates advanced intermediate knowledge in at least one of the departmental section disciplines: network management, desktop management, mobile device management, server management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.
- Demonstrates advanced intermediate technical support that fosters commitment, team spirit, pride, and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.
- Demonstrates advanced intermediate skills in managing personal daily activities and tasks for self.
- Demonstrates advanced intermediate skills in the use and application of reference materials to support the resolution of basic and intermediate desktop issues.
- Demonstrates advanced intermediate ability to mentor teammates; work within teams to achieve success with others
- Demonstrates advanced intermediate ability to use diplomacy in dealing with difficult customers and delivery of services.
- Demonstrates advanced intermediate ability to communicate effectively, both verbally and in writing, with tact, patience, and courtesy with peers and others at all levels of the organization.
- Demonstrates advanced intermediate ability to develop relevant job-related skill(s) for current role.
- Demonstrates advanced intermediate ability to understand and follow specific instructions, priorities, policies, and procedures.
- Demonstrates advanced intermediate ability to collect, organize, and evaluate data and make logical decisions.
- Demonstrates advanced intermediate ability to understand and troubleshoot the currently supported Microsoft Office products and Windows operating systems.
- Demonstrates advanced ability to communicate effectively orally and in writing.
- Demonstrates advanced ability to establish and maintain effective working relationships with others within and outside the Authority.
- Demonstrates advanced ability to handle restricted, sensitive, and confidential information.
- Demonstrates advanced ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 8 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Work in confined or restricted areas, such as server rooms or under desks, for installation and troubleshooting tasks
- Adequate vision to read technical manuals, schematics, and monitor displays, as well as to identify physical network components and cabling.
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MAINTENANCE DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Maintenance Duty Manager (MDM) ensures optimal maintenance and upkeep of airport facilities, systems, and equipment in accordance with industry standards. This role focuses on exceeding customer expectations in terms of safety, security, aesthetics, and reliability across various airport infrastructures, including terminal buildings, roadways, airfield pavements, and parking facilities. The Maintenance Duty Manager leads Maintenance Department activities and serves the primary point of contact for emergency situations and managing maintenance contracts.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Acts as a resource for employees and construction subcontractors, providing guidance to minimize incidents and exposures.
- Represents the Maintenance Department during off-hours, weekends, and holidays to coordinate with relevant airport departments.
- Provides consistent leadership and decision-making support for shift personnel to ensure smooth operations.
- Serves as the departmental liaison during Automated People Mover (APM) outages, coordinating response and recovery efforts.
- Conducts inspections for Quality Control/Quality Assurance of facilities and equipment to ensure compliance with standards.
- Determines service needs and assess personnel/vendor requirements for maintenance tasks and projects.
- Manages, coordinates, and monitors contractor performance for assigned contracts to ensure quality and compliance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Three (3) years experience in managing operations at an airport, or in a comparable industry of similar size.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of facility management principles and practices, particularly in the context of airport operations.
- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.

- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing & walking.
- Frequent sitting.
- Occasional lifting up to 50 Ibs.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Frequent exposure to extreme weather, noxious fumes, chemicals, & insects.
- Navigate frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Frequent use of car/ light truck
- Frequent heavy equipment & power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PLANT OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Senior Manager of Plant Operations ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, convenience, reliability, and value. This position oversees the HVAC, Electrical, Projects and Energy Management sections, managing the activities and personnel involved in maintaining critical systems such as mechanical, electrical, and airfield lighting. The Senior Manager also ensures that the maintenance staff contributes to capital project development by providing insights on life cycle costs, maintainability, and reliability.

The Senior Manager is also tasked with representing the interest of Plant Operations in the design and construction of new airport facilities, as well as managing the technical contracts that support the division's operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Procures specialty maintenance services and systems, including the development of specifications to meet operational needs.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.

- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Creates, implements, and monitors project management plans, including specification development, for various maintenance and construction projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR MANAGER OF SAFETY

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Records Compliance, the Senior Manager of Safety manages multiple disciplines within the safety realm and will ultimately be responsible for wholistic Airport Safety. This role is a combination of balancing Part 139 regulations and occupational health and safety standards campus wide.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide oversight and strategic direction for incident and exposure management programs, ensuring timely and effective response and resolution.
- Lead the development, review, and implementation of comprehensive safety training programs across the organization, ensuring alignment with best practices and regulatory standards.
- Oversee maintenance of accurate and auditable safety records IAW Part 139 regulations.
- Partner with enterprise risk management to assist in the incident/accident cycle as it pertains to the Return- to-Work program.
- Evaluate and advise on gaps, risks, and enhancement opportunities within the Airport Safety Program, driving program evolution to meet emerging challenges and regulatory changes.
- Build a team of experts who specialize in SMS, OSHA, and construction safety regulations applicable to contractors.
- Direct and approve comprehensive onsite compliance audits, ensuring regulatory adherence and mitigating risk.
- Operate with broad autonomy, independently developing innovative solutions to complex safety challenges while aligning with organizational goals and risk management strategies.
- Lead comprehensive hazard assessments to establish and enforce robust workplace safety standards that proactively prevent occupational illnesses/injuries and asset damage.
- Direct identification, prioritization, and remediation of hazardous conditions, ensuring corrective actions are implemented effectively and verified for sustained safety improvements.
- Lead thorough investigations of work-related incidents and accidents, coordinating data collection, analysis, and reporting in accordance with company policies and federal, state, and local regulations.

- Approve and oversee training for high-risk operations (e.g., confined space, working at heights), ensuring adherence to safety protocols and industry best practices.
- Oversee industrial hygiene programs and implement control measures to safeguard employee health.
- Serve as the organization's primary liaison during Part 139 inspections, facilitating walkthroughs and ensuring timely resolution of identified issues.
- Lead investigations into incidents causing property damage or injury, determining root causes and recommending strategic interventions—including procedural changes or specialized equipment procurement—to prevent recurrence.
- Advise senior leadership in applicable departments on emerging risks or unique safety challenges that could result in significant operational or financial impacts, proactively shaping risk mitigation strategies.
- Schedule, lead, and facilitate safety committee meetings spanning all internal departments and external tenants.
- Direct evaluation of safety program effectiveness, including cost-benefit analyses, to inform strategic resource allocation and program enhancements.
- Establish specifications and lead the procurement process for new or upgraded safety equipment, ensuring alignment with evolving operational needs and industry standards.
- Maintain strategic relationships with local, state, and national safety organizations, leveraging insights and innovations to continuously advance the company's safety initiatives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Risk Management, Aviation Safety, Industrial hygiene, Industrial Safety, or related field.
- Six (6) years aviation safety related experience.
- Three (3) years of supervisory experience.
- Experience in regulatory compliance with federal agencies.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certifications in Risk Manager, OSHA 10/30, or ACE SMS

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance coverage requirements, including property, automobile, liability, and workers' compensation claims, ensuring compliance with regulatory standards.
- Knowledge of risk management principles and practices, including loss prevention strategies and safety compliance requirements such as OSHA and SMS standards.
- Ability to develop, manage and conduct safety training presentations.
- Proficient in Microsoft Word, Excel, Outlook, and Power Point.
- Ability to compile data and generate visual presentations (graphs/charts).
- Considerable knowledge of designing, implementing, and sustaining a Safety Management System.
- Considerable knowledge of loss prevention practices, procedures, and techniques used in varied employment situations and equipment operations.
- Considerable knowledge of standard safety equipment and safe driving methods applicable to varied types of vehicle operations and work areas.
- Knowledge of accident prevention records, statistical measurements of accident frequency, severity.
- Ability to detect hazardous working conditions in varied work environments and equipment operations.

- Ability to supervise and mentor subordinate employees, promoting professional development and maintaining a high standard of performance within the team.
- Ability to develop and implement policies and procedures that guide the Authority's risk management and claims processes effectively.
- Skill in preparing and presenting detailed reports to senior management regarding claims status, risk exposure, and recommendations for improvement.
- Ability to stay current with industry trends, legal changes, and best practices related to risk management and claims processing.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SOFTWARE ENGINEERING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Application Services, the Software Engineering Manager leads and oversees a team of software developers responsible for designing, developing, implementing, and supporting high-quality software solutions that drive business value for the Authority. This dynamic leadership role combines technical expertise with strategic vision to manage the full software development lifecycle across multiple domains, including ERP, Databases, Integrations and Application development data analytics, APIs, and cloud services.

The Software Engineering Manager establishes technical standards and best practices, guides architecture decisions, and fosters a culture of innovation and continuous improvement within the development team. They translate business requirements into technical solutions, prioritize development initiatives, and ensure deliverables meet quality standards on time and within budget. This position serves as a critical bridge between technical teams and business stakeholders, effectively communicating complex technical concepts while understanding business objectives to deliver solutions that address organizational needs.

Additionally, this role includes overseeing data migrations, third-party integrations, and cloud application configurations while ensuring all development follows established security, compliance, and change management protocols. The Software Engineering Manager mentors and develops technical talent, promotes collaboration across teams, and stays current with emerging technologies to position the Authority for future growth and digital transformation.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Organizes and leads workshops, seminars, and hackathons to promote knowledge sharing and encourage the adoption of new technologies and techniques within the development team.
- Monitors the performance of applications post-implementation to identify areas for enhancement and ensure ongoing system efficiency.
- Collaborates with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables meet organizational needs.
- Ensures that business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and manages risks associated with application development projects, implementing mitigation strategies to minimize impact on project timelines and outcomes.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.

- Five (5) years of experience in application development and quality assurance testing, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- At least one advanced technical certification in the areas of Cloud, Object Oriented Programming, Enterprise Architecture or Data, etc. as well as certification in project leadership such as: PMI, CSM, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VISUAL COMMUNICATIONS DESIGNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Visual Communications Designer is responsible for creating visually compelling designs that meet needs while aligning with the Authority's brand standards. This role requires a deep understanding of the design process, from conceptualization to execution, across a variety of projects such as websites, advertising materials, posters, exhibitions, and corporate communications. The designer blends creativity with technical expertise and maintains a professional approach to project management, ensuring high-quality outcomes that enhance the Authority's visibility and effectiveness in community engagement.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Works with internal and external stakeholders to create new and original print, web, and multimedia designs based on client specifications, and needs.
- Advises the Authority on strategies to reach a particular audience.
- Creates and maintains files for all creative assets and resources, such as software, art materials, and special fonts, as required for record keeping and referencing.
- Assists in the management of production for all pieces from conception to completion.
- Produces and manages print-ready files for use in production as required, including correct file formatting, trim and bleed marks, etc.
- Serves as a reserve photographer and supports videography efforts.
- Supports social media efforts and campaigns with images and/or video.
- Seeks out new products and maintains cutting-edge industry knowledge.
- Assists with other functions of the Marketing & Communications team as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Graphic Design, Communications, or related field.
- Three (3) years experience in an in-house creative department or design firm.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of brand management principles and practices, ensuring effective development and maintenance of the Authority's brand identity across various platforms.
- Knowledge of design software and tools, including Adobe Creative Suite, to oversee the production of high-quality visual communications and marketing materials.
- Knowledge of the print and digital graphic production process.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

WEBSITE DESIGNER/DEVELOPER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Website Designer/Developer oversees the Authority's website(s) and digital properties. This role involves diverse responsibilities, including web design/development, site/content maintenance, user support, and updates to ensure alignment with the Authority's goals and objectives. This position is responsible for contributing to creating an engaging and informative online experience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Maintains a cohesive visual identity and web design across the organization's digital landscape.
- Collaborates with leaders to understand functionality and content needs, implementing effective solutions.
- Conducts content creation, editing, and proofreading, issuing final approvals as per established workflows.
- Configures, manages, and maintains websites and digital properties, including building pages and user interfaces.
- Translates design concepts into functional website designs.
- Applies techniques for optimizing website performance.
- Conducts ongoing website inventory analysis to ensure content remains current.
- Collaborates with internal IT teams and external vendors to address user issues, monitor site security, resolve technical issues, and implement upgrades.
- Compiles and presents reports and metrics related to web site usage.
- Serves as subject matter expert and point of contact for website questions and comments.
- Maintains and enforces Website Governance procedures.
- Create training documents and media for Authority-wide Web Administrators Group. Ensures compliance with online ADA accessibility standards and implements necessary improvements.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Information Technology, or related field.
- Two (2) years experience in responsive and adaptive design, along with a comprehensive understanding of the entire front-end web development process, including design, development, and deployment of web sites.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional Webmaster.
- Web Design Professional Certification.
- Certifications and/or coursework in digital media, web design, and/or computer programming.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of custom web content management systems, applications, and tools.
- Knowledge of website management, analytics, and design.
- Knowledge of HTML5/XHTML, CSS, and other web content programming languages.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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WORK CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Business Office Manager (Maintenance), the Work Control Coordinator supports the work control process and manages database functions within the Maintenance department. The Work Control Coordinator performs various complex administrative and clerical duties, including composing reports related to work orders and preventive maintenance history, scheduling meetings, and managing confidential records. Additionally, the coordinator provides training to users of the work control program and ensures the accuracy and timeliness of work control processes while assisting with departmental activities and communications.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs database management functions for work order software applications to ensure accurate and efficient tracking of maintenance activities.
- Composes detailed reports, including work order history, preventive maintenance (PM) history, trade summaries, and employee project hours for managerial approval.
- Schedules, coordinates, and prepares materials for meetings, appointments, and conferences for the divisional manager or senior divisional manager.
- Researches and responds to requests for information and assistance, determining priority status and referring inquiries as necessary.
- Provides training to users of the work control program, ensuring they understand the system's functionalities and best practices.
- Monitors and tracks the progress of work orders to ensure timely completion and adherence to maintenance standards.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in an administrative or clerical role.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of database management principles and practices.
- Knowledge of maintenance department procedures, policies, and rules to ensure compliance and operational effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant Standing, walking & sitting.
- Frequent lifting up to 50 lbs or more.
- Frequent bending, stooping & reaching overhead.

- Occasional pushing, pulling, dragging, kneeling & crawling.
- Occasional climbing.
- Occasional exposure to extreme weather.
- Occasional use of car/ light truck.

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WORK CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Business Office Manager (Maintenance), the Work Control Specialist provides administrative and technical support to the Authority's Maintenance department, focusing on the work control system. The Work Control Specialist performs complex administrative and clerical duties, including composing detailed reports related to work orders, preventive maintenance history, and employee project hours. Additionally, the specialist maintains the departmental dashboard , designing and implementing business process workflows, and leading testing activities for system upgrades.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Maintains the departmental dashboard for monthly, quarterly, and annual performance measures reports for leadership.
- Composes detailed reports related to work orders, preventive maintenance history, trade summaries, and employee project hours for managerial approval.
- Provides guidance and training to users of the work control program, ensuring accuracy and timeliness in work control processes.
- Maintains user manuals and stay current with Work Order System training, facilitating training sessions for Maintenance department staff.
- Designs and documents workflows and business process models for operational efficiency.
- Leads the team in planning and executing testing activities for system upgrades and enhancements, collaborating with analysts and designers.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diplom or equivalent.
- Three (3) years experience in an administrative role to include maintenance management system software, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of database management principles and practices.
- Knowledge of maintenance department procedures, policies, and rules to ensure compliance and operational effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing, walking & sitting.
- Frequent lifting up to 50 lbs or more.
- Frequent bending, stooping & reaching overhead.
- Occasional pushing, pulling, dragging, kneeling & crawling.
- Occasional climbing.

- Occasional exposure to extreme weather.
- Occasional use of car/ light truck.

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Position Name	Hourly Salary
Accounting Manager	$ 55.96
Accounts Receivable and Revenue Control Finance Manager	$ 73.63
Administrative Assistant	$ 25.13
Administrative Receptionist	$ 25.62
Air Service Development Manager	$ 53.83
Airfield and Grounds Manager	$ 45.76
Airfield Compliance Manager	$ 47.57
Airfield Operations Duty Manager	$ 47.71
Airfield Supervisor	$ 35.02
Airfield Supervisor	$ 34.66
Airfield Supervisor	$ 37.14
Airfield Technician I	$ 23.50
Airfield Technician I	$ 25.95
Airfield Technician I	$ 23.50
Airfield Technician I	$ 28.64
Airfield Technician I	$ 24.72
Airfield Technician I	$ 26.75
Airfield Technician I	$ 23.50
Airfield Technician I	$ 27.14
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 24.91
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician II	$ 27.38
Airfield Technician II	$ 29.87
Airfield Technician II	$ 28.21
Airfield Technician II	$ 30.84
Airfield Technician III	$ 29.53
Airport Concessions Manager	$ 47.04
Airport Credentials Specialist	$ 24.72
Airport Credentials Specialist	$ 25.21
Airport Credentials Specialist	$ 24.72
Airport Duty Manager	$ 47.04
Airport Duty Manager	$ 48.93
Airport Duty Manager	$ 50.12
Airport Duty Manager	$ 48.03
Airport Duty Manager	$ 50.64
Airport Emergency Operations Manager	$ 56.95
Airport Operations Contracts Manager	$ 42.83
Airport Operations Manager -AOC	$ 42.83

Position Name	Hourly Salary
Airport Operations Manager-Airfield	$ 39.78
Airport Operations Manager-Airfield	$ 38.44
Airport Operations Manager-Airfield	$ 38.22
Airport Operations Manager-Airfield	$ 39.78
Airport Operations Manager-Airfield	$ 37.14
Airport Operations Manager-Airfield	$ 37.14
Airport Operations Manager-Airfield	$ 39.78
Airport Operations Manager-Airfield	$ 38.44
Airport Operations Manager-Airfield	$ 37.14
Airport Operations Manager-Terminal	$ 39.98
Airport Operations Manager-Terminal	$ 40.85
Airport Operations Manager-Terminal	$ 54.59
Airport Operations Manager-Terminal	$ 38.63
Airport Operations Manager-Terminal	$ 37.14
Airport Operations Manager-Terminal	$ 37.14
Airport Operations Manager-Terminal	$ 37.14
Airport Operations Supervisor - AOC	$ 32.96
Airport Operations Supervisor-Airfield	$ 26.74
Airport Operations Supervisor-Airfield	$ 27.86
Airport Operations Supervisor-Airfield	$ 26.74
Airport Operations Supervisor-Airfield	$ 27.68
Airport Operations Supervisor-AOC	$ 34.28
Airport Operations Supervisor-AOC	$ 34.28
Airport Operations Supervisor-AOC	$ 32.96
AOC Dispatcher II	$ 30.89
AOC Dispatcher II	$ 33.63
AOC Dispatcher II	$ 36.95
AOC Dispatcher II	$ 25.59
AOC Dispatcher II	$ 25.01
AOC Dispatcher II	$ 26.78
AOC Dispatcher II	$ 35.31
AOC Dispatcher II	$ 26.18
AOC Dispatcher II	$ 27.26
AOC Dispatcher II	$ 41.19
AOC Dispatcher II	$ 26.41
AOC Dispatcher II	$ 26.61
AOC Dispatcher II	$ 26.11
AOC Dispatcher II	$ 25.15
Application Developer II	$ 50.72
Applications Development Manager	$ 67.99
Asset Manager	$ 59.42
Assistant General Counsel	$ 123.30
Assistant General Counsel	$ 124.85

Position Name	Hourly Salary
Assistant General Counsel	$ 127.75
Audit Manager	$ 54.47
Audit Manager	$ 63.38
Automated People Mover Systems Manager	$ 61.58
BIM/CAD Manager	$ 58.83
Board Services Administrator	$ 50.18
Building Fire Systems Technician	$ 26.32
Building Maintenance Manager	$ 47.65
Building Maintenance Supervisor	$ 31.93
Building Maintenance Supervisor	$ 33.12
Building Maintenance Supervisor	$ 35.86
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician I	$ 24.53
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician I	$ 27.00
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician II	$ 26.32
Building Maintenance Technician II	$ 28.95
Building Maintenance Technician II	$ 28.84
Building Maintenance Technician II	$ 26.32
Building Service Plumber	$ 29.61
Building Service Plumber	$ 30.64
Building Service Plumber	$ 28.95
Building Service Plumber	$ 30.34
Building Service Plumber	$ 28.95
Building Service Plumber	$ 28.95
Building Service Plumber	$ 28.95
Business Analyst	$ 37.79
Business Office Manager (Concessions and Commercial Parking)	$ 41.74
Business Office Manager (General Aviation)	$ 39.48
Business Office Manager (HR & Administration)	$ 41.59
Business Office Manager (Maintenance)	$ 42.09
Business Office Manager (Marketing)	$ 41.94
Business Office Manager (Operations)	$ 38.38
Business Office Manager (Planning & Development)	$ 42.09
Business Office Manager (Procurement)	$ 39.14
Business Office Manager (Real Estate)	$ 42.71
Business Systems Analysis Manager	$ 59.19
Business Systems Analysis Manager	$ 64.18
Business Systems Analyst II	$ 55.97
Business Systems Analyst II	$ 50.51
Business Systems Analyst II	$ 54.10

Position Name	Hourly Salary
Capital Asset Analyst	$ 34.66
Chief Commercial Officer	$ 208.50
Chief Development Officer	$ 200.14
Chief Executive Officer	$ 360.58
Chief Financial Officer	$ 205.42
Chief Legal Officer/General Counsel	$ 195.60
Chief Operating Officer	$ 259.98
Commercial Parking and Ground Transportation Manager	$ 50.37
Commercial Parking Systems Manager	$ 46.15
Commercial Real Estate Specialist	$ 36.55
Communications Manager	$ 47.66
Communications Manager	$ 45.93
Community Relations Certification Specialist	$ 47.39
Community Relations Compliance Specialist	$ 40.78
Concession Compliance Manager	$ 43.58
Contracts Manager	$ 51.20
Contracts Manager	$ 48.03
Credentials and Access Compliance Manager	$ 43.78
Cyber Security Engineer	$ 60.61
Development Committee Manager	$ 44.57
Digital Technology and Innovation Manager	$ 69.33
Director of Air Service Development	$ 102.31
Director of Airport Concessions	$ 82.72
Director of Airport Operations & Emergency Management	$ 84.46
Director of Airport Properties and Airline Affairs	$ 98.18
Director of Capital Programs	$ 88.87
Director of Commercial Parking & Ground Transportation	$ 100.96
Director of Commercial Real Estate	$ 86.66
Director of Commercial Real Estate	$ 109.05
Director of Communications	$ 95.50
Director of Construction	$ 117.88
Director of Construction	$ 93.10
Director of Design	$ 117.88
Director of Digital Technologies & Innovation	$ 108.92
Director of Enterprise Application Services	$ 95.34
Director of Enterprise Risk Management and Safety	$ 91.61
Director of Finance	$ 94.09
Director of Human Resources	$ 96.56
Director of ITS Enterprise Operations & Client Services	$ 97.25
Director of Marketing	$ 91.36
Director of Planning	$ 93.21
Director of Plant and Facilities	$ 96.56
Director of Procurement, Capital Programs and ITS	$ 85.70

Position Name	Hourly Salary
Director of Procurement, Non-Capital Programs and Materials Management	$ 85.70
Director of Strategic Services	$ 80.04
Director of Systems and Grounds	$ 96.56
Director of Terminal Operations and Guest Experience	$ 92.94
Electrical Manager	$ 47.19
Electrical Supervisor	$ 35.92
Electrical Supervisor	$ 35.96
Electrical Supervisor	$ 36.09
Electrician I	$ 23.50
Electrician I	$ 23.56
Electrician I	$ 23.50
Electrician I	$ 23.50
Electrician I	$ 25.31
Electrician II	$ 30.98
Electrician II	$ 31.68
Electrician II	$ 29.93
Electrician II	$ 34.04
Electrician II	$ 29.09
Electrician II	$ 31.13
Electrician II	$ 31.98
Electrician III	$ 32.95
Electrician III	$ 38.29
Electronics Manager	$ 45.80
Electronics Supervisor	$ 40.61
Electronics Supervisor	$ 40.61
Electronics Technician I	$ 28.84
Electronics Technician I	$ 28.84
Electronics Technician I	$ 29.61
Electronics Technician I	$ 32.44
Electronics Technician II	$ 35.92
Electronics Technician II	$ 38.75
Electronics Technician II	$ 33.99
Electronics Technician II	$ 32.63
Electronics Technician III	$ 31.93
Evidence Technician	$ 28.92
Executive Assistant-Marketing & Communications	$ 44.48
Executive Assistant-Operations & Customer Service	$ 48.84
Finance Revenue & Contract Manager	$ 60.41
Financial Modeling & Optimization Manager	$ 53.85
Financial Planning Manager	$ 56.95
Fleet Manager	$ 45.02
Fleet Supervisor	$ 36.00
Fleet Technician I	$ 27.90

Position Name	Hourly Salary
Fleet Technician I	$ 26.32
Fleet Technician I	$ 26.32
Fleet Technician I	$ 26.78
Fleet Technician II	$ 29.87
Fleet Technician II	$ 31.98
GA Capital Projects Manager	$ 53.05
GA Capital Projects MultiTrades Worker III	$ 31.80
GA Capital Projects MultiTrades Worker III	$ 32.91
GA Capital Projects MultiTrades Worker III	$ 26.78
GA Capital Projects MultiTrades Worker III	$ 27.73
GA Maintenance Operations Lead	$ 35.45
GA Maintenance Operations Lead	$ 26.79
GA Maintenance Operations Lead	$ 34.65
GA Maintenance Operations Lead	$ 30.21
GA Maintenance Operations Lead	$ 31.49
GA Maintenance Operations Lead	$ 31.49
GA Maintenance Operations Manager	$ 46.54
General Aviation Operations Manager	$ 47.36
Grounds Supervisor	$ 31.85
Grounds Supervisor	$ 38.82
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.48
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.48
Grounds Technician I	$ 22.48
Grounds Technician I	$ 23.36
Grounds Technician II	$ 26.41
Grounds Technician II	$ 29.85
Grounds Technician II	$ 23.50
Grounds Technician II	$ 28.84
Grounds Technician II	$ 25.28
Guest Experience Manager	$ 39.62
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 19.43
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 18.57

Position Name	Hourly Salary
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 20.31
Guest Experience Representative	$ 18.84
Guest Experience Representative	$ 20.60
Guest Experience Representative	$ 21.15
Guest Experience Representative	$ 22.87
Guest Experience Representative	$ 20.60
Guest Experience Representative	$ 20.26
Guest Experience Representative	$ 18.57
Guest Experience Supervisor	$ 26.78
Guest Experience Supervisor	$ 26.78
Guest Experience Supervisor	$ 27.72
Horticultural Technician I	$ 23.50
Horticultural Technician I	$ 28.64
Horticultural Technician II	$ 28.65
HR Business Partner	$ 38.63
HVAC Building Automation Specialist	$ 38.82
HVAC Manager	$ 45.82
HVAC Supervisor	$ 35.89
HVAC Supervisor	$ 35.92
HVAC Technician I	$ 33.12
HVAC Technician I	$ 29.95
HVAC Technician II	$ 31.41
HVAC Technician II	$ 28.27
HVAC Technician III	$ 34.66
HVAC Technician III	$ 28.95
HVAC Technician III	$ 28.95
HVAC Technician III	$ 33.54
HVAC Technician III	$ 28.95
HVAC Technician III	$ 32.79
IT Program Manager	$ 61.90
IT Project Manager	$ 47.04
ITS Cloud Architect	$ 49.11
ITS Support Specialist	$ 31.20
ITS Associate Desktop Technician	$ 48.00
ITS Associate Support Specialist	$ 34.87
ITS Associate Support Specialist	$ 34.66
ITS Desktop Technician I	$ 35.36
ITS Network Engineer	$ 56.03
ITS Network Engineer	$ 56.36
ITS Network Engineer	$ 54.72
ITS Network Engineer	$ 61.05
ITS Network Engineer	$ 50.51

Position Name	Hourly Salary
ITS Passenger Processing Specialist I	$ 35.65
ITS Passenger Processing Specialist I	$ 35.36
ITS Passenger Processing Specialist I	$ 35.65
ITS Passenger Processing Specialist II	$ 39.46
ITS System Administrator	$ 49.91
ITS Systems Engineer	$ 50.81
Junior Information Security Analyst	$ 50.38
Junior Information Security Analyst	$ 49.28
Lead Credentials Specialist	$ 31.77
Lead ITS Network Engineer	$ 65.88
Lead ITS Support Specialist	$ 47.04
Lead ITS Systems Engineer	$ 62.17
Leadership and Employee Development Manager	$ 55.42
Legal Intern	$ 35.00
Logistics Coordinator	$ 32.08
Lost and Found & Volunteer Ambassador Manager	$ 40.64
Lost and Found Property Control Coordinator	$ 30.34
Lost and Found Property Control Coordinator	$ 28.04
Maintenance Duty Manager	$ 39.62
Maintenance Duty Manager	$ 40.61
Maintenance Project Manager	$ 61.36
Maintenance Projects Manager	$ 47.98
Maintenance Projects Supervisor	$ 36.31
Maintenance Projects Supervisor	$ 32.49
Maintenance Projects Technician I	$ 28.64
Maintenance Projects Technician I	$ 23.50
Maintenance Projects Technician I	$ 24.91
Maintenance Projects Technician II	$ 29.85
Maintenance Projects Technician II	$ 32.05
Maintenance Projects Technician II	$ 26.32
Maintenance Projects Technician III	$ 33.01
Marketing Coordinator	$ 35.30
Marketing Events Manager	$ 50.14
Marketing Manager	$ 60.64
Marketing Media Producer	$ 47.76
Materials Management Manager	$ 41.78
Operations Project Manager	$ 65.34
Passenger Processing Manager	$ 64.38
Payroll Operations Finance Manager	$ 67.10
Police Captain	$ 91.61
Police Captain	$ 91.61
Police Corporal	$ 49.93
Police Corporal	$ 39.14

Position Name	Hourly Salary
Police Corporal	$ 47.43
Police Corporal	$ 41.78
Police Corporal	$ 46.12
Police Corporal	$ 41.78
Police Corporal	$ 37.73
Police Lieutenant	$ 65.35
Police Lieutenant	$ 64.02
Police Lieutenant	$ 63.20
Police Lieutenant	$ 63.20
Police Lieutenant	$ 65.27
Police Officer	$ 34.49
Police Officer	$ 36.77
Police Officer	$ 39.49
Police Officer	$ 44.08
Police Officer	$ 30.34
Police Officer	$ 31.15
Police Officer	$ 37.70
Police Officer	$ 31.77
Police Officer	$ 40.05
Police Officer	$ 38.53
Police Officer	$ 38.45
Police Officer	$ 31.64
Police Officer	$ 36.33
Police Officer	$ 30.88
Police Officer	$ 38.73
Police Officer	$ 29.05
Police Officer	$ 36.68
Police Officer	$ 37.35
Police Officer	$ 30.06
Police Officer	$ 29.05
Police Officer	$ 44.56
Police Officer	$ 32.29
Police Officer	$ 31.50
Police Officer	$ 30.88
Police Officer	$ 44.60
Police Officer	$ 50.04
Police Officer	$ 30.60
Police Officer	$ 37.71
Police Officer	$ 38.70
Police Officer	$ 33.82
Police Officer	$ 30.86
Police Officer	$ 30.08
Police Officer	$ 32.01

Position Name	Hourly Salary
Police Officer	$ 34.49
Police Officer	$ 33.27
Police Officer	$ 30.08
Police Officer	$ 30.08
Police Officer	$ 33.43
Police Officer	$ 43.71
Police Officer	$ 40.34
Police Officer	$ 33.97
Police Officer	$ 38.42
Police Officer	$ 39.68
Police Officer	$ 33.47
Police Officer	$ 36.33
Police Officer	$ 37.61
Police Officer	$ 33.78
Police Officer	$ 44.50
Police Officer	$ 30.08
Police Officer	$ 36.95
Police Officer	$ 39.49
Police Officer	$ 30.97
Police Sergeant	$ 60.60
Police Sergeant	$ 52.35
Police Sergeant	$ 52.35
Police Sergeant	$ 57.16
Police Sergeant	$ 52.35
Police Sergeant	$ 53.96
Police Sergeant	$ 60.61
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Programs Manager	$ 39.62
Procurement Project Consultant	$ 89.26
Projects and Grants Finance Manager	$ 69.09
Projects Control Senior Analyst	$ 52.55
Projects Control Senior Analyst	$ 41.04
Property Control Specialist	$ 28.91
Property Control Specialist	$ 28.08
Public Administrative Specialist I	$ 20.78
Public Administrative Specialist II	$ 28.98
Public Safety Administration Manager	$ 60.41
Public Safety Compliance Manager	$ 50.73
Public Safety Dispatch Manager	$ 52.69
Public Safety Dispatch Supervisor	$ 34.61

Position Name	Hourly Salary
Public Safety Dispatch Supervisor	$ 32.96
Public Safety Dispatch Supervisor	$ 34.28
Public Safety Dispatch Supervisor	$ 34.28
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 31.09
Public Safety Dispatcher III	$ 30.11
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 38.71
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 30.87
Public Safety Dispatcher III	$ 30.28
Public Safety Dispatcher III	$ 29.09
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 31.49
Public Safety Dispatcher III	$ 29.34
Public Safety Dispatcher III	$ 30.89
Real Estate Project Manager	$ 51.91
Real Estate Project Manager	$ 72.11
Records and Information Analyst I	$ 40.78
Records and Information Coordinator	$ 22.78
Records and Information Manager	$ 52.85
Records and Information Technician	$ 33.13
Research Data Analyst	$ 35.18
Resource Systems Manager	$ 59.16
Risk Management Specialist	$ 33.67
Risk Management Specialist	$ 33.92
Safety Management System (SMS) Specialist	$ 32.19
Security Operations Compliance Manager	$ 47.57
Security Projects and Access Control Compliance Manager	$ 46.05
Seinor Systems Baggage Operator	$ 29.13
Senior Accountant-Accounts Receivable	$ 39.85
Senior Accountant-General Ledger	$ 37.14
Senior Accounts Payable Specialist	$ 43.56
Senior Administrative Assistant	$ 33.77
Senior Application Developer I	$ 66.01
Senior Auditor	$ 45.06
Senior Auditor	$ 49.52
Senior Business Analyst	$ 47.07
Senior Business Systems Analyst I	$ 55.91
Senior Business Systems Analyst II	$ 55.72
Senior Construction Inspector	$ 46.14
Senior Construction Inspector	$ 50.51

Position Name	Hourly Salary
Senior Construction Inspector	$ 48.80
Senior Construction Inspector	$ 48.27
Senior Construction Project Manager	$ 65.61
Senior Construction Project Manager	$ 59.42
Senior Culture & Experience Business Partner	$ 51.24
Senior Database Administrator	$ 56.95
Senior Executive Administrative Assistant to CEO	$ 52.91
Senior Financial Planning & Treasury Accountant	$ 46.55
Senior Guest Experience Representative	$ 25.32
Senior Human Resources Analyst	$ 49.52
Senior Human Resources Business Partner	$ 54.47
Senior Human Resources Business Partner	$ 47.04
Senior Human Resources Business Partner	$ 55.46
Senior Information Security Analyst	$ 63.94
Senior IT Project Manager	$ 60.18
Senior ITS Digital Technology Specialist	$ 58.27
Senior ITS Digital Technology Specialist	$ 53.92
Senior ITS Network Engineer	$ 57.04
Senior ITS System Administrator	$ 51.17
Senior ITS Systems Engineer	$ 55.36
Senior ITS Systems Engineer	$ 58.83
Senior Legal Administrator	$ 44.57
Senior Lost and Found Property Control Coordinator	$ 35.92
Senior Lost and Found Property Control Coordinator	$ 27.04
Senior Manager of Security Compliance	$ 64.38
Senior Manager of Airport Concessions	$ 74.59
Senior Manager of Airport Operations Center	$ 59.42
Senior Manager of Airport Safety	$ 59.42
Senior Manager of Business Architecture & Product Support	$ 70.54
Senior Manager of Client & Field Services	$ 64.27
Senior Manager of Commercial Parking and Ground Transportation	$ 77.90
Senior Manager of Commercial Real Estate	$ 61.21
Senior Manager of Communications	$ 64.20
Senior Manager of Community Relations	$ 72.63
Senior Manager of Construction	$ 76.75
Senior Manager of Construction	$ 74.28
Senior Manager of Construction	$ 74.28
Senior Manager of Construction	$ 74.28
Senior Manager of Digital Marketing & Strategy	$ 66.36
Senior Manager of Enterprise Service Delivery	$ 75.92
Senior Manager of Environmental Services	$ 79.05
Senior Manager of Facilities	$ 66.85
Senior Manager of Financial Operations	$ 71.80

Position Name	Hourly Salary
Senior Manager of Financial Planning and Analysis	$ 69.33
Senior Manager of GA Capital Projects, Business & Admin	$ 73.84
Senior Manager of GA Operations & Maintenance	$ 66.95
Senior Manager of Grounds	$ 66.85
Senior Manager of Guest Experience and Lost & Found	$ 66.68
Senior Manager of Information Security Office	$ 73.33
Senior Manager of Innovation	$ 75.21
Senior Manager of Internal Audit	$ 70.88
Senior Manager of Internal Audit	$ 65.86
Senior Manager of IT Infrastructure	$ 81.94
Senior Manager of Leadership and Employee Development	$ 63.14
Senior Manager of Marketing Programs & Partnerships	$ 60.91
Senior Manager of Operations Support	$ 66.36
Senior Manager of Planning	$ 75.02
Senior Manager of Planning and Design	$ 76.26
Senior Manager of Planning and Design	$ 76.03
Senior Manager of Planning and Design	$ 75.87
Senior Manager of Plant Operations	$ 66.85
Senior Manager of Procurement, Capital Programs and ITS	$ 59.42
Senior Manager of Procurement, Non-Capital Programs	$ 60.63
Senior Manager of Procurement, Non-Capital Programs	$ 59.42
Senior Manager of Project Controls	$ 74.28
Senior Manager of Risk and Insurance	$ 65.61
Senior Manager of Systems	$ 66.85
Senior Manager of Technology Program Management Office	$ 64.38
Senior Manager of Terminal Operations	$ 67.00
Senior Manager of Traffic	$ 61.50
Senior Procurement Agent	$ 42.34
Senior Procurement Agent	$ 42.34
Senior Procurement Agent	$ 42.54
Senior Procurement Agent	$ 42.46
Senior Procurement Agent	$ 45.55
Senior Project Director	$ 66.95
Senior Project Director	$ 68.86
Senior Project Payables Specialist	$ 34.48
Senior Property Control Specialist	$ 32.71
Senior Property Control Specialist	$ 32.09
Senior Property Control Specialist	$ 30.54
Senior Real Estate Project Manager	$ 52.79
Senior Real Estate Project Manager	$ 48.66
Senior Systems Baggage Operator	$ 28.72
Senior Technical Program Manager	$ 68.90
Senior Traffic Specialist	$ 34.31

Position Name	Hourly Salary
Senior Traffic Specialist	$ 25.88
Senior Traffic Specialist	$ 34.67
Senior Traffic Specialist	$ 25.88
Senior Traffic Specialist	$ 26.92
Solutions Architect	$ 76.75
Sr Systems Baggage Operator	$ 28.88
Sr Systems Baggage Operator	$ 28.72
Sr Systems Baggage Operator	$ 34.35
Sr Systems Baggage Operator	$ 29.89
Staff Accountant	$ 34.66
Sustainability and Resilience Program Director	$ 62.29
System Automation Technician	$ 41.50
Systems Automation Manager	$ 58.49
Systems Automation Technician	$ 45.68
Systems Automation Technician	$ 51.76
Systems Automation Technician	$ 54.03
Systems Baggage Operator	$ 26.01
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 24.25
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 25.13
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 25.56
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.48
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04

Position Name	Hourly Salary
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.48
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 24.25
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Maintenance Manager	$ 45.76
Systems Maintenance Supervisor	$ 37.93
Systems Maintenance Supervisor	$ 36.97
Systems Maintenance Supervisor	$ 36.64
Systems Maintenance Supervisor	$ 37.54
Systems Maintenance Technician I	$ 23.50
Systems Maintenance Technician II	$ 27.38
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 32.69
Systems Maintenance Technician II	$ 30.00
Systems Maintenance Technician II	$ 34.12
Systems Maintenance Technician II	$ 27.57
Systems Maintenance Technician II	$ 29.57
Systems Maintenance Technician II	$ 27.38
Systems Maintenance Technician III	$ 31.65
Systems Maintenance Technician III	$ 33.42
Systems Maintenance Technician III	$ 32.31
Systems Maintenance Technician III	$ 32.31
Systems Maintenance Technician III	$ 31.06
Systems Operations Manager	$ 47.65
Systems Operations Supervisor	$ 34.16
Systems Operations Supervisor	$ 33.99
Systems Operations Supervisor	$ 35.35
Systems Operations Supervisor	$ 36.32
Systems Operations Supervisor	$ 31.93
Systems Operations Supervisor	$ 38.82

Position Name	Hourly Salary
Terminal Operations Duty Manager	$ 48.32
Traffic Operations Manager	$ 38.95
Traffic Specialist	$ 20.80
Traffic Specialist	$ 26.12
Traffic Specialist	$ 22.09
Traffic Specialist	$ 20.80
Traffic Specialist	$ 22.62
Traffic Specialist	$ 36.08
Traffic Specialist	$ 32.82
Traffic Specialist	$ 23.92
Traffic Specialist	$ 36.32
Traffic Specialist	$ 23.12
Traffic Specialist	$ 22.52
Traffic Specialist	$ 28.08
Traffic Specialist	$ 22.48
Traffic Specialist	$ 20.80
Traffic Specialist	$ 22.62
Traffic Specialist	$ 24.16
Traffic Specialist	$ 22.29
Traffic Specialist	$ 37.67
Traffic Specialist	$ 23.23
Traffic Specialist	$ 22.16
Traffic Specialist	$ 22.62
Traffic Specialist	$ 35.18
Traffic Specialist	$ 23.01
Traffic Specialist	$ 28.08
Traffic Specialist	$ 20.80
Traffic Specialist	$ 23.01
Traffic Specialist	$ 20.98
Traffic Specialist	$ 20.80
Traffic Specialist	$ 34.09
Traffic Specialist	$ 22.28
Traffic Specialist	$ 22.28
Traffic Specialist	$ 22.85
Traffic Specialist	$ 20.82
Traffic Specialist	$ 22.84
Traffic Specialist	$ 23.12
Traffic Specialist	$ 22.16
Traffic Specialist	$ 21.40
Traffic Specialist	$ 21.28
Traffic Specialist	$ 32.77
Traffic Specialist	$ 28.35
Traffic Specialist	$ 22.28

Position Name	Hourly Salary
Traffic Specialist	$ 21.47
Traffic Specialist	$ 24.04
Traffic Specialist	$ 28.08
Traffic Specialist	$ 32.82
Traffic Specialist	$ 21.00
Traffic Supervisor	$ 29.99
Traffic Supervisor	$ 31.71
Traffic Supervisor	$ 33.21
Traffic Supervisor	$ 31.27
Training Coordinator, Traffic	$ 30.93
Vice President of Capital Programs	$ 126.78
Vice President of Concessions & Commercial Parking	$ 137.73
Vice President of Finance	$ 123.19
Vice President of General Aviation	$ 118.45
Vice President of Human Resources, Enterprise Risk Management and Safety	$ 136.18
Vice President of Information Technology	$ 139.89
Vice President of Internal Audit	$ 113.89
Vice President of Maintenance	$ 125.04
Vice President of Marketing, Communications and Strategy	$ 146.08
Vice President of Operations	$ 136.48
Vice President of Planning & Development	$ 147.58
Vice President of Procurement	$ 122.68
Vice President of Public Safety & Security	$ 131.22
Vice President of Real Estate	$ 134.45
Visual Communications Designer	$ 44.36
Web Development Administrator	$ 61.47
Wildlife Programs Manager	$ 44.41
Work Control Coordinator	$ 21.76
Work Control System Specialist	$ 31.45

ACCOUNTING SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Accounts Payable Supervisor, the Accounting Technician is responsible for performing accounting tasks that involve reviewing, processing, and maintaining complex financial records within the General Ledger and associated sub-ledgers. This role requires independent judgment to research and reconcile discrepancies while ensuring compliance with established accounting standards and policies. The Accounting Specialist may also engage in significant customer or client interactions and is expected to work collaboratively with a professional accountant, potentially training or providing procedural guidance to colleagues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Processes accounts payable transactions, including invoice verification, data entry, and payment processing, in a timely manner.
- Assists in the preparation of financial statements and reports, providing necessary documentation and analysis.
- Prepares and maintains detailed documentation of accounting processes and procedures to support audits and compliance.
- Supports month-end and year-end closing activities by ensuring all transactions are recorded accurately and in a timely manner.
- Monitors and evaluates financial data for accuracy, identifying trends and areas for improvement.
- Assists in the evaluation and implementation of new accounting software and tools to enhance operational efficiency.
- Participates in internal and external audits by providing necessary documentation and support to auditors.
- Maintains organized financial records to ensure easy access and retrieval for reporting and auditing purposes.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Accounting, Finance, or related field.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ACCOUNTS PAYABLE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Accounting, the Accounts Payable Supervisor serves as the leader for the accounts payable team, providing essential guidance and support in the efficient processing of invoices and payments, while also overseeing the management of expense accounts and expense reports. This role entails supervising and operating the accounts payable module within the ERP System, ensuring its optimal functionality. The supervisor maintains the computerized processing and research's and reconciles discrepancies, and conducts reporting, and analysis of complex financial records related to accounts payable.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reconciles accounts payable total to the general ledger and other applicable records (e.g., subsidiary AP ledger).
- Prepare and provide training to users of Oracle applications related to areas of responsibility.
- Acts as the point person regarding payment strategy, PCard processes, and reports as well as producing the monthly invoice for credit card expenditures.
- Monitors outstanding purchasing card activities, runs related reports, and contacts internal card holders who have unrecorded transactions.
- Enforces Authority standard procedures on travel, purchasing card usage, and invoice compliance
- Manages the Authority's compliance with the State of Florida's Prompt Payment Act.
- Assists in developing and presenting policies, procedures, and training programs to all levels of staff.
- Supports month-end and year-end closing activities by ensuring all transactions are recorded accurately and in a timely manner.
- Analyzes expense reports and other invoices for accuracy and eligibility for payment.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency and acts as accounts payable subject matter expert.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Two (2) years related experience.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.

- Knowledge in managing and working within large-scale financial ERP systems
- Ability to analyze accounting and fiscal data.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ACCOUNTS RECEIVABLE AND REVENUE CONTROL FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Accounts Receivable and Revenue Control Finance Manager is responsible for overseeing accounts receivable billing. This role handles the collections process for Authority tenants and revenue collection beyond public parking operations. As a super-user, the manager provides expertise and leadership to staff, ensuring the effective implementation and compliance of the billing system while reviewing tenant agreements for accuracy and compliance to maximize revenue. The position leverages independent decision-making to address billing issues and the ability to interpret contracts while integrating new financial technologies to improve billing processes.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and oversees the annual accounts receivable billing for the Authority.
- Oversees accurate billing of all invoices created by the Authority.
- Ensures accuracy of monthly activity reports submitted by a variety of tenant partners.
- Manages monthly collections process from start to finish, requiring continuous communication with internal and external partners regarding past due invoices and what is needed to remedy the issues and collect the revenue.
- Oversees proper collection of annual Passenger Facility Charges to ensure compliance with Federal guidelines.
- Ensures proper application of all invoice payments coming to the Authority and communicates with tenant partners to resolve incorrect/unapplied payments as necessary.
- Oversees the annual audit process for all billable tenants, ensuring that required external audits are submitted in compliance with their agreements, and that all credit calculations and billing amounts are accurate and finalized..
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance or related field.
- Four (4) years related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of accounts receivable processes, billing practices, and financial regulations, particularly those relevant to aviation authorities.
- Knowledge of compliance requirements related to Passenger Facility Charges and federal guidelines.
- Knowledge of financial billing and accounting software used to process invoices.

- Ability to analyze financial data to ensure accuracy in billing and compliance during the annual audit process.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ADMINISTRATIVE RECEPTIONIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience and Lost & Found, the Administrative Receptionist provides administrative support and reception services at the SkyCenter One offices of the Authority. This position is responsible for greeting visitors in person and via telephone, ensuring a welcoming experience, and efficiently managing multiple phone lines. Additionally, the Administrative Receptionist coordinates tours offered by Guest Experience throughout Tampa International Airport, handling all related communication, scheduling, and follow-up activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Answers calls from multiple designated phone lines, routing, greeting, and providing direction to business partners and guests of the Authority.
- Reviews and distributes all express mail, phone correspondence, and other related reception duties for Authority professional staff.
- Serves as coordinator during SkyConnect outage plan.
- Distributes plans and dispatch participants to respective locations.
- Communicates with requesting attendees, booking tours, calendar management, and scheduling of available tour guides.
- Handles all concerns, questions, and feedback from airport tour program surveys.
- Creates follow-up surveys to ensure guest tour satisfaction.
- Manages tour booking software, ensuring the tour scheduling calendar is updated and confirmation correspondence is sent to participants.
- Assists Executive Administration in greeting and providing direction to members of the public attending Authority monthly Board Meetings.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.

- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in administrative or secretarial field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of administrative and secretarial procedures, including word processing, records maintenance, and transcription, to efficiently support executive leadership and staff.
- Skill in managing multiple phone lines, greeting visitors, and providing accurate information and direction to guests and business partners.
- Knowledge of the policies and procedures of the Authority, enabling informed responses to inquiries and requests.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIR SERVICE DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Air Service Development, the Air Service Development Manager is responsible for leading initiatives to attract airlines to Tampa Bay and enhance flight capacity in both domestic and international markets. This role entails cultivating and managing relationships with air carrier network planning executives, ensuring prompt responses to inquiries, and conducting analytical assessments to bolster the Authority's air service initiatives. The manager is responsible for the creation and presentation of reports for network planning conferences and meetings, as well as overseeing consultant partnerships and project specifications. Additionally, the position includes managing the Air Service Incentive Program (ASIP), which involves maintaining documentation and communication with airlines and community stakeholders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Represents the Authority at events and meetings with airlines and community stakeholders to support the Airport's air service and economic development strategies.
- Develops and executes strategies to attract airlines to the Authority and increase flight offerings in domestic and international markets.
- Collaborates with the Marketing department and other Authority divisions to provide information and data analysis as needed.
- Develops and delivers high-quality multi-media presentations and written reports that summarize research results, findings, and recommendations.
- Monitors the performance of and provides guidance to air service consultants to ensure project schedules are met and services are delivered with high quality and value.
- Assists in preparing budget requests and manage the administration of the approved budget for air service initiatives.
- Collaborates with IT to ensure that data and software requirements are effectively planned and executed.
- Maintains relationships with air carrier network planning personnel, ensuring timely responses to inquiries and requests.
- Prepares analytical assessments to support air service efforts and inform decision-making processes.
- Coordinates the delivery of time-sensitive reports to airline representatives and stakeholders.
- Engages in outreach efforts to promote the benefits of operating to potential airline partners.

- Evaluates and reports on the effectiveness of air service initiatives and recommend improvements as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Statistics, Data Science, Economics, Aviation Management, Business Administration, or related field.
- Four (4) years experience in airline network planning, air service development or another industry heavily dependent upon data analytics/insights.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations and air service development principles, including airline network planning concepts, market analysis and financial forecasting.
- Knowledge of domestic and international airline passenger and air cargo operations, including network decision-making processes.
- Knowledge of airport business operations fundamentals and related federal regulations governing airport functions.

- Ability to analyze data effectively.
- Ability to negotiate and influence stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs.
- Frequent bending and stooping
- Occasional pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRFIELD AND GROUNDS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield, Fleet & Grounds, the Airfield and Grounds Manager performs managerial, leadership, and technical duties, planning and directing the maintenance and repair of the Airfield and Airport Grounds for the Authority. The Airfield and Grounds Manager is primarily responsible for the management of the activities and personnel of the Airfield and Grounds Sections of the department. This role oversees and evaluates work activities for compliance with regulations and safety standards while ensuring the Airport successfully passes the annual FAA FAR Part 139 inspection without significant airfield issues.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.
- Ensures the Authority completes and passes the annual FAA FAR Part 139 inspection with no major airfield discrepancies.
- Drafts technical reports, including but not limited to staffing analysis and equipment life cycles.
- Creates requisitions and maintains replacement parts and materials to complete assignments promptly.
- Develops contractor specifications and oversees the performance of contractors in assigned areas to ensure construction and maintenance requirements are satisfied and services are completed per specifications.

- Responsible for creating and maintaining the budgets for both the Airfield and Grounds Sections and ensuring expenses are kept within budget allowance.
- Prepares technical specifications for equipment acquisition.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, or related field.
- Four (4) years experience in construction, maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and structures.

- Knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility. FAA FAR Part 139 Regulations, Airport (AC) Advisory Circular etc.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority
- with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching over-head, kneeling & crawling.
- Frequent typing.
- Occasional climbing.
- Continuous exposure to extreme weather.
- Frequent exposure to chemicals & insects.
- Continuous use of car/light truck.

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AIRFIELD OPERATIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Airfield Operations Compliance Manager is responsible for all assigned airfield activities of the Airport Certification Program relating to Federal Aviation Administration (FAA), 14 Code of Federal Regulations (CFR) Part 139 regulatory compliance. This position is responsible for the self-inspection program, construction, and maintenance coordination, and working with various government agencies. Additionally, this position is responsible for the administrative, supervisory, and technical aspects relating to the regulatory compliance issues of the Operations department.
Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Inspects all runways, taxiways, ramps, and the associated areas to ensure compliance with 49 CFR Part 139 and the Airport Certification Manual and to ensure conditions are safe for the continued operation of an aircraft.
- Supports terminal ramp safety inspections, Foreign Object Debris (FOD) inspections and other inspections as part of the Authority's safety management system.
- Assists Airport Operations Managers with the coordination of daily airfield activities related to airfield maintenance work, airfield construction projects, aircraft, and vehicle movement.
- Monitors airport tenants and leased areas for possible violations of the Airport Rules/Regulations and other applicable regulations. Notifies appropriate parties in the Aviation Department of investigations and corrections.
- Ensures compliance with Federal airport certification regulation [Title 14 CFR, Part 139].
- Facilitates inspections of airport property to ensure compliance with Federal Regulations.
- Oversees Airfield Training Programs, to include computer-based training for airport personnel and tenants. Development and implementing airfield training will be required.
- Facilitate proper response to any letters of investigation, civil penalties and or other requirements or inquiries made by the FAA.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Three (3) years experience in airport operations at a medium to large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prior experience as an Airport Operations Manager or Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Occasional lifting up to 20 Ibs
- Occasional, bending/stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional use of car/light truck

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AIRFIELD OPERATIONS DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Airfield Operations Duty Manager is responsible for managing daily operations of the airfield; and administering the allocation of resources, establishing policies and procedures, initiating programs, and managing personnel to ensure the continuity of operations; coordinates, monitors, and/or implements operational activities with key management representatives from the airlines, FAA, TSA, tenants, construction and other individuals within and outside the Authority

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the development and maintenance of airport policies, procedures, and compliance manuals, including the Airport Certification Manual and Airport Emergency Plan.
- Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Works with airport stakeholders, tenants, and contractors to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airfield.
- Manages the schedule for the airfield operations department, including shift coverage, vacation bid, and time off.
- Attends airport safety-related meetings and seminars as a representative of the Authority when necessary.
- Represents the Senior Manager of Airfield Operations & Compliance when they are unavailable; including meeting, trainings, and representation during emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Airport Operations, Business Administration, or related field.
- Four (4) years experience in airport operations at a medium to large airport, or related field.
- Two (2) years of supervisory experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential within one year of hire .
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Obtain and maintain position-appropriate NIMS & emergency management training.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities

- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to use firearms in accordance with the airports' Wildlife Hazard Management Plan.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Occasional lifting up to 20 Ibs
- Occasional, bending/stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional use of car/light truck

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AIRFIELD SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Airfield and Grounds Manager, the Airfield Supervisor performs supervisory work related to the maintenance, repair, and construction of the airports AOA including all runway and taxiways , grounds, and roadways. This position involves ensuring compliance with FAA Part 139 regulations, including airfield paint markings and pavement condition indexing while coordinating maintenance tasks and supervising personnel. The supervisor prioritizes and inspects work activities for compliance with safety standards, plans job layouts, and manages the airfield maintenance work order process.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Prioritizes, participates in, and inspects work activities to ensure compliance with FAA regulations, specifications, codes, and safety standards, promoting operational efficiency and a safe working environment.
- Plans job layouts and estimate materials, equipment, and tools needed for maintenance personnel to perform work assignments effectively.
- Prepares and maintains both manual and computerized reports, records, and logs documenting work performed, materials used, and equipment maintained to ensure an audit trail.
- Coordinates and manages the Airfield Maintenance work order process, ensuring timely assignment and completion of work orders.
- Assists in preparing requisitions and maintain inventory of replacement parts and materials to ensure timely completion of maintenance tasks.
- Monitors compliance with safety standards during all maintenance activities and take corrective action as needed.

- Evaluate and document pavement conditions in accordance with FAA Part 139 regulations and coordinate necessary repairs.
- Participate in emergency response planning and execution as it pertains to airfield maintenance operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Facilities Management, Construction, or related field.
- Four (4) years trades experience.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Airfield Movement Area Training within six (6) months of hire and annually.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Maintain current Certified Stripe Hog Operator Certification (within 1 year of hire), Sight Line Airfield Marking Certification (within 1 year of hire), . (.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of airfield pavement, markings, landscape and other structures.
- Knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility. FAA FAR Part 139 Regulations, Airport (AC) Advisory Circular etc.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority
- with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 lbs or more.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching overhead, kneeling & crawling.
- Frequent typing.

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AIRFIELD TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician I performs technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. This role involves various tasks, including the maintenance of airfield paint markings, pavement condition indexing, and field conditioning, as well as ensuring security requirements are met. The Airfield Technician I performs daily grounds cleanup, manages trash and debris removal (Excluding Hazardous Materials, conducts pavement inspections, and conducts repairs on asphalt, concrete, and fencing.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts daily cleanup of grounds, roadways, and AOA areas, including the removal of trash and debris from airport property.
- Performs airfield grounds maintenance tasks, including pavement inspections, preventive maintenance, and repairs to ensure compliance with FAA FAR Part 139.
- Maintains proper grades at pavement shoulders, NAVAIDs, manholes, drop inlets, and other airfield appurtenances.
- Manages and maintains stormwater drainage components, including drop inlets, outfalls, riprap ditches, and detention ponds, to prevent ponding and ensure proper drainage.
- Conducts maintenance of painted lines and markings on runways, taxiways, aprons, parking lots, garages, and roadways.
- Cuts grass in and around airfield areas, including edge lights, signs, light lanes, and fence lines.
- Clears brush on hillsides, drainage ditches, and fence lines to maintain visibility and safety.
- Performs preparation work and painting of airfield markings to ensure compliance with FAA standards.
- Operates power equipment such as sweeper trucks, painting equipment, mowing equipment, air compressors, and front-end loaders.

- Maintains perimeter fencing and gates, performing right-of-way maintenance, including mowing, trimming, and herbicide application.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of this position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in working with heavy equipment, general construction, maintenance, or related field.
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.
- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.

- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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

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

AIRFIELD TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician II performs technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. The Airfield Technician II is responsible for a full scope of airfield-related services, including the operation of light and heavy equipment, and provides training to co-workers on the safe use of construction and maintenance equipment. Additionally, the Airfield Technician II coordinates work with specialized airport divisions, performs preventative maintenance on equipment, and responds to airport emergencies while supporting first responders.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Functions as a lead operator to perform high-level maintenance operations in compliance with FAA guidelines using specialized heavy equipment such as Stripe Hogs, Street Sweepers, Front End Loaders, and Skid Steers.
- Provides on-the-job training and mentorship to co-workers, ensuring quality of work and operational efficiency.
- Oversees and monitors maintenance functions, ensuring technicians use the proper tools, equipment, and personal protective equipment safely and effectively.
- Reports and communicates issues, project statuses, daily log hours, materials used, and other relevant information to supervisors.
- Creates and maintains work records, including drafting and submitting airfield maintenance work orders, complaint resolutions, and FAA inspection records.
- Coordinates Airfield Maintenance personnel and resources, making priority determinations and confirming task completion.
- Responds to aircraft emergencies, facility equipment failures, pavement failures, and hazardous incidents, assisting as needed.
- Participates in the planning and execution of maintenance tasks to enhance the overall safety and efficiency of airport operations.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience working with heavy equipment, general construction, maintenance, or repairs, of which one year is in airfield maintenance.
- Or equivalent combination of education, training, and experience.
- Required to maintain current Certified Stripe Hog Operator Certification (within 1 year of hire),
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Sight Line Airfield Marking Certification (within 1 year of hire),
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.

- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to act as a lead and provide technical guidance to others.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.
- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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

AIFIELD TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician III performs advanced technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. The Airfield Technician III is responsible for planning job layouts, estimating materials, and coordinating tasks to enhance and maintain airport assets effectively. This role also involves maintaining accurate work records, overseeing, and training employees, and promoting a collaborative work environment while upholding high standards of safety and operational efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads a team in performing airfield maintenance duties, ensuring high standards of safety, efficiency, and compliance with FAA regulations.
- Plans job layouts for maintenance activities, estimating materials and determining necessary equipment and tools for effective execution.
- Monitors, prioritizes, and inspects work activities to ensure compliance with FAA Part 139 regulations, specifications, codes, and safety standards.
- Oversees preventive maintenance activities to improve operational effectiveness and extend the lifecycle of airport assets.
- Responds to inquiries and provide information related to work assignments, resolving problems, and handling complaints effectively.
- Conducts pavement condition indexing and ensure proper maintenance of airfield paint markings and signage.
- Performs inspections and assessments of airfield grounds, roadways, and facilities to identify maintenance needs and ensure compliance.
- Assists in the development of maintenance schedules and work orders to optimize the use of resources and personnel.

- Participates in emergency response efforts as needed, providing support during incidents and ensuring the safety of airport operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience working with heavy equipment, general construction, maintenance, or repairs, of which one year is in airfield maintenance.
- Required to maintain current Certified Stripe Hog Operator Certification (within 1 year of hire),
- Sight Line Airfield Marking Certification (within 1 year of hire),
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.
- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to lead a team and manage projects.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.
- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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

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

AIRPORT CONCESSIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Concessions, the Airport Concessions Manager is responsible for assisting with the administration of leases and contracts to ensure compliance with terms and conditions; monitoring business partner operations, and supporting the development of business and operational recommendations. The role involves maintaining positive relationships with business partners and conducting regular site visits. Additionally, the manager will assist with contract management, procurement activities, business partner compliance, and conflict management, while supporting the daily management of relationships between the Authority and its business partners.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Builds and maintains internal and external relationships to help achieve operational goals.
- Assists Concessionaire partners in promoting success by tracking and reviewing short-term and long-term performance metrics.
- Ensures compliance with leases and contracts by enforcing provisions related to insurance, surety, security, pricing, and collections.
- Prepares and provides input on a variety of financial reports, including the development of pro forma statements, break-even analyses, and cost-benefit evaluations.
- Prepares presentations to further the Authority's strategic business plan and supports new initiatives.
- Supports the financial performance of business lines by assisting with the preparation of the departmental budget.
- Assists with the development and management of procurements.
- Prepares and assists with the drafting of documents for Authority Board meetings.
- Manages daily interactions between the Authority and concession tenants; help resolve tenant and customer complaints or conflicts to ensure high-quality customer service.
- Supports events for Airport tenants including training seminars, meetings and special events and assistance with security clearance and badging.
- Ensures business partners submit required reports and payments on time and assists with collection of past due fees.
- Coordinates with other Authority departments and outside agencies as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; admitting mistakes and learning from them; and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Three (3) years experience in contract management, property management or related field such as multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park management or rental car concessions management, commercial property/shopping center management, or hotel management.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Five (5) years experience in contract management, property management or related field such as multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park management or rental car concessions management, commercial property/shopping center management, or hotel management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and skill in the use of Microsoft Word, PowerPoint, Excel, and Visio.

- Knowledge and skill in contract management, sales support and financial management.
- Skills and ability to administer and manage contract documents.
- Skilled in using logic, reasoning, and analytics to identify complex problems, evaluate alternative solutions, and develop valuable business insights.
- Skills and the ability to be organized while simultaneously prioritizing tasks.
- Ability to remain in compliance with policies and procedures.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking and standing
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT CREDENTIALS SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Credentialing & Access Control Compliance Manager, the Airport Credentials Specialist is responsible for performing various administrative duties related to credentialing all Authority personnel and airport vendors/tenants. This role manages confidential correspondence while supporting the Credentialing and Access Control Compliance Manager. The Airport Credentials Specialist also answers inquiries regarding the badging and credentialing process and assists with research and information requests to ensure efficient operations within the department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Perform various administrative and confidential functions to support the Credentialing and Access Control Compliance Manager.
- Distributes detailed incoming and outgoing mail, electronic correspondence, and statements for the department manager or senior department manager.
- Answers inquiries related to the badging and credentialing process while handling sensitive security information and confidential records.
- Researches and responds to requests for information and assistance, assessing priority status and referring issues to the appropriate personnel as needed.
- Maintains accurate records of credentialing activities and ensure compliance with relevant regulations and policies.
- Assists in the development and implementation of credentialing procedures and best practices to enhance operational efficiency.
- Conducts periodic audits of credentialing records to ensure accuracy and compliance with established standards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Two (2) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Airport Duty Manager oversees and proactively leads the day-to-day safety, security, and efficiency of operations at the Authority. The Airport Duty Manager evaluates any incidents and escalates through Executive Management if required, initiating the Emergency Response Plans with little to no guidance. The Airport Duty Manager is responsible for all forward-planning operations for the Authority and ensuring the successful proactive management of the operation focused on safety, security, customer service, and efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures compliance with FAA and TSA and all other applicable regulations.
- Monitors airport operations and directs operations staff to ensure safe and efficient service to airport users.
- Provides leadership in emergencies, taking such action as needed to move equipment, settle public unrest, and make decisions in disputes - all to ensure the smooth functioning of the airport.
- Develops changes and additions to procedures to continuously improve airport operations' safety, security, and efficiency.
- Monitors all key performance indicators and proactively leads to address and/or mitigate any issues that may arise.
- Monitors customer feedback on social media and ensures immediate action on issues/opportunities where appropriate.
- Manages, maintains, and ensures the proper equipping of the Emergency Operations Center.
- Leads applicable training courses as directed.
- Coordinates and documents drills and addresses any issues or shortcomings identified with little to no guidance.

- Completes after-action reviews and proactively implements enhancements to better responses to events or situations.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Three (3) years experience in airport terminal operations at a medium-to-large airport, or related.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.

- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending/stooping, pushing, pulling, dragging & reaching overhead
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT EMERGENCY OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Airport Emergency Operations Manager is responsible for leading, developing, and implementing the emergency and contingency planning programs for the Authority. This position coordinates and directs emergency management, disaster operations, contingency planning, and support business continuity planning. The Airport Emergency Operations Manager supports the Incident Commander during activations, conducts operational drills and exercises, and ensures compliance with FAA and other state and federal requirements. Additionally, the Airport Emergency Operations Manager collaborates with various departments, agencies, and stakeholders to maintain current emergency plans and serves as the liaison to local, state, and federal emergency management agencies.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains the Authority's Airport Emergency Plan (AEP) per FAA requirements, including training, audits, drills, exercises, and coordination.
- Develops and maintains various emergency plan checklists, response, and airport recovery during natural or man-made disasters, major incidents, and accidents.
- Supports the Enterprise Risk Management Team to develop and update an effective business continuity plan.
- Serves as the primary coordinator for emergency preparedness and management, designing, communicating, and evaluating emergency response and contingency plans specific to Authority's operations.
- Analyzes and evaluates emergency plans across departments, ensuring they meet the Authority's current needs.
- Designs, coordinates, executes, documents, and facilitates exercise scenarios including table-top exercises, partial and full-scale drills, and multi-agency training to ensure that all employees understand entirely their roles and responsibilities as part of the AEP or other emergency response plans or operating procedures.
- Coordinates and reviews updates to tenants' and airline emergency response plans, ensuring alignment with the AEP and comprehensive emergency management.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Airport Operations, Business Administration, or a related field.
- Five (5) years of progressive experience in emergency management at a medium to large airport, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess or obtain, within 6 months of hire, a certificate from FEMA in National Incident Management System (NIMS) training.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Certified Emergency Manager (CEM) with the International Association of Emergency Managers.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of the NIMS and the Incident Command System (ICS) emergency response and recovery techniques.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER - AIRFIELD

GENERAL DESCRIPTION

Under the general direction of the Airfield Operations Duty Manager, the Airport Operations Manager - Airfield is responsible for overseeing aviation facilities management and operational and administrative duties encompassing both landside and airside operations. This position includes supervising airport safety programs and security functions while ensuring compliance with Federal Aviation Administration (FAA) and other relevant regulations. The manager is tasked with resolving operational issues related to airline passengers, airport guests, and public safety. The Airport Operations Manager also oversees inspections, construction projects, and emergency response efforts within the air operations area, ensuring adherence to all applicable regulations and ordinances.

***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations*.**

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responds to and participates in airport emergencies and irregular operations, establishing priorities and making critical decisions under pressure.
- Supervises the inspection of airport facilities, including runways, taxiways, and gate positions, to ensure safe and efficient operations.
- Coordinates with airport tenants and stakeholders to assess impacts on operations and develop responsive action plans.
- Reviews inspection reports of airport facilities to determine necessary repairs, replacements, or improvements.
- Oversees all construction projects within the air operations area, ensuring compliance with specifications and safety standards.
- Monitors events in the air operations area for compliance with regulations and initiate corrective actions as necessary.
- Maintains liaison with FAA, air traffic control, certification inspectors, airlines, and other stakeholders to ensure operational coordination.

- Serves as the primary point of contact for after-hours emergencies and irregular operations, ensuring prompt responses to issues.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Airport Operations, Business Administration, or related field.
- Five (5) years experience in airport operations at a medium to large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Frequently walking and sitting
- Frequent lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing
- Extreme exposure to weather, noxious fumes, and chemicals
- Occasional exposure to insects
- Navigate occasionally heights and confined areas
- Frequent exposure to excessive noise
- Constant use of car/light truck
- Occasional use of weed whacker, firearms, friction tester, and reflectometer

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER-AOC

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Operations Center, the Airport Operations Manager-AOC is responsible for overseeing the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. The role leads the team of shift supervisors responsible for calls relating to all airport operations and systems, including elevators, escalators, and shuttles. The Airport Operations Manager is also responsible for planning, training, budgeting supplies, coordinating schedules, and controlling personnel, material, and physical resources to achieve operational and organizational objectives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Accountable for the well-being and support of direct reports, providing individualized training for job responsibilities and mentorship to foster professional growth.**
- **Responsible for room staffing, supervision, and maintaining an effective and efficient overall operation within the Airport Operations Center (AOC).**
- **Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective actions or disciplinary measures when required.**
- **Ensures compliance with authority standards regarding personal appearance among direct reports, promoting a professional work environment.**
- **Oversee the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.**
- **Manages all training and qualifications associated with the operational functions of the Airport Operations Center (AOC), including Simplex Alarms protocols, shuttle management, security access, and terminal/airfield communications.**
- **Manages the emergency evacuation plan and transfers responsibilities for the Airport Operations Center.**
- **Manages emergency incidents by acting as the liaison between the Authority and all responding mutual aid resources. This includes activating the Incident Command Center and fulfilling the role of the ESF2 (NIMS) function until the Senior Manager arrives.**

- **Analyzes team performance, identifying and implementing changes to improve teamwork, efficiency, and effectiveness.**
- **Assists in developing and implementing a unique Integrated Operations Center (IOC) founded on trust and a shared common purpose.**
- **Champions innovation by overseeing the IOC capability and mission, ensuring alignment with operational goals.**
- **Assists in leading the development of integrated, efficient, and effective processes to execute the IOC mission.**
- **Regular and reliable attendance is required as an essential function of the position.**

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Associate's degree in public or business administration, Airport Management, or related field.
- Four (4) years' experience in aviation, emergency operations, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of how Airport Operations is an integral part of maintaining employee and passenger safety at the airport.
- An ability to establish clear direction, motivate teams, defuse conflict, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- The ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and people with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER–TERMINAL

GENERAL DESCRIPTION

Under the general direction of the Terminal Operations Duty Manager, the Airport Operations Manager–Terminal is responsible for assessing, evaluating, coordinating, and overseeing all aspects of airport operations to ensure a premier customer experience. This role maintaining a safe and secure environment through regular inspections. Additionally, the position involves managing emergency response efforts, resolving operational issues related to airline passengers and tenants, and ensuring compliance with federal, state, and county regulations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Supervises airport facilities and safety functions, ensuring compliance with relevant regulations and standards.
- Conducts regular inspections of Airside, Landside, and Ground Transportation areas to maintain a safe and secure airport environment.
- Resolves operational problems involving airline passengers, airport guests, tenants, public safety, and security in a timely manner.
- Manages and coordinates emergency response efforts related to safety, security, and aircraft incidents.
- Provides information and guidance to representatives of various agencies, governmental officials, and employees regarding airport regulations and procedures.
- Oversees inspections of airport facilities, apron areas, gate positions, terminal buildings, and ground transportation lots to ensure compliance and safety.
- Manages the allocation of aircraft parking gate and hardstand resources to maximize efficiency and minimize customer impacts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Three (3) years experience in airport terminal operations at a medium-to-large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to communicate effectively orally and in writing.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS SUPERVISOR-AIRFIELD

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager-Airfield the Airport Operations Supervisor-Airfield is responsible for overseeing airport operations, aviation administration, and facilities management. This role includes monitoring airport facilities, safety programs, security functions, and various operations to ensure effective passenger and public services. The primary focus is to ensure compliance with Federal Aviation Administration (FAA) regulations, including FAA 14 CFR Part 139, as well as other federal, state, and city regulations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors and ensures adherence to all applicable federal, state, and local regulations, including FAA FAR Part 139 and TSA 49 CFR Part 1542 requirements. Implements critical airport documents and regulatory manuals, including the Airport Certification Manual (ACM), Wildlife Hazard Management Plan (WHMP), Airport Emergency Plan (AEP), and the Airport Security Plan (ASP). Works closely with management to ensure these documents remain accurate, relevant, and aligned with current airport operations and regulatory mandates. Assists in developing procedures for responding to aircraft accidents, fires, or other emergencies to ensure safety and preparedness.
- Inspects airport facilities, including runways and lighting, to identify necessary repairs, replacements, or improvements.
- Assists in enforcing aircraft parking regulations, monitoring compliance with applicable ordinances, and initiating corrective actions as needed.
- Issues NOTAMs (Notice to Airmen) when required by airport conditions, ensuring timely communication of important information to stakeholders.
- Performs daily, nightly, periodic, and special airfield inspections to maintain safety and operational efficiency.
- Responds to airfield operational concerns promptly, addressing issues to ensure smooth airport operations.

- Execute and support the implementation of the Wildlife Hazard Management Plan, including the use of both lethal and non-lethal firearms, trapping, dispersal techniques, and accurate documentation of wildlife observations and activities.
- Addresses and resolves issues raised by airport tenants and the public, maintaining a focus on customer service and satisfaction.
- Manages and supports ongoing operational and compliance-related projects. Collaborates with internal departments, consultants, contractors, and regulatory agencies to support project goals, timelines, and compliance requirements.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent
- Four (4) years experience in the Aviation industry
- Or equivalent combination of education, training, and experience
- Obtain and maintain position-appropriate NIMS & emergency management training
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS

American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Frequently walking and sitting
- Frequent lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling and climbing
- Extreme exposure to weather, noxious fumes, and chemicals
- Occasional exposure to insects
- Navigate occasionally heights and confined areas
- Frequent exposure to excessive noise
- Constant use of car/light truck
- Occasional use of weed whacker, firearms, friction tester, and reflectometer

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRPORT OPERATIONS SUPERVISOR-AOC

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager-AOC or the AOC Public Safety Manager, the Airport Operations Supervisor-AOC is responsible for overseeing daily operations of the Airport Operations Center (AOC). This position entails managing personnel and coordinating activities related to AOC and dispatchers. The Supervisor serves as a key point of contact for stakeholders, including airlines, regulatory agencies, and airport tenants, facilitating effective communication and collaboration.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees daily operations of the Airport Operations Center (AOC), coordinating and administering assigned programs and resources effectively.
- Provides consultation to customers on matters related to operational areas, addressing inquiries and providing solutions.
- Assists in developing and implementing operational policies and procedures to enhance service delivery.
- Monitors and reports on key performance indicators (KPIs) related to airport operations, identifying trends and areas for enhancement.
- Participates in emergency response planning and training, ensuring staff readiness to handle incidents effectively.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Public Safety, Communications or related field.
- Four (4) years experience working as a public safety dispatcher, or related field.
- Two (2) year supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must have Florida Department of Health 911 Public Safety Telecommunicator (PST) Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of public safety and dispatch, best practices, and procedures.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS SUPPORT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Support Manager, the Airport Operations Support Specialist is responsible for the successful management and compliance of contracts and programs related to various aspects of Airport Operations. This multifaceted position involves overseeing contract agreements, safety programs, and the Airport Operations Apprenticeship Program. This position collaborates with multiple stakeholders, including vendors, regulatory authorities, and internal airport teams, to guarantee the smooth execution of contracts, adherence to safety standards, and the development of the Apprenticeship Program.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and analyzes contract terms, ensuring they align with the Authority's objectives and comply with all applicable laws and regulations.
- Monitors contract performance, identifying areas of improvement and mitigating risks associated with contract non-compliance.
- Identifies and resolves operational issues involving airport guests, tenants, public safety, and security regarding our Business Partners.
- Conducts regular safety audits, inspections, and assessments to identify potential hazards and recommend corrective actions to improve safety practices.
- Responds when requested to assist during emergency or critical incident situations.
- Oversees the Airport Operations Apprenticeship Program. Evaluates program effectiveness and make necessary adjustments to enhance the learning experience for apprentices.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in airport operations, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of contract management principles and practices, including the ability to review and analyze contract terms to ensure alignment with airport objectives and compliance with laws and regulations.
- Knowledge of safety standards and practices, with the ability to conduct regular safety audits, inspections, and assessments to enhance safety protocols.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC DISPATCHER I

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager, the AOC Dispatcher I is part of the Airport Operations Center team that supports Authority's operations, public safety and security activity within the airport and surrounding area 24 hours a day. The entry-level position is responsible for answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Receives incoming 911 emergency and non-emergency calls for assistance, makes inquiries to solicit relevant information, and assesses information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.
- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.

- Activates the Authority emergency communication notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operations impacts.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arriving at the emergency location.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- One (1) year experience in dispatching calls for assistance or performing customer service duties.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC DISPATCHER II

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager, the AOC Dispatcher II is part of the Airport Operations Center team that supports Authority's operations, public safety and security activity within the airport and surrounding area 24 hours a day. The position is responsible for answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required. The AOC Dispatcher II also conveys essential information to airport personnel and the public while maintaining accurate records and supporting public safety operations within the airport environment.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Receives incoming 911 emergency and non-emergency calls for assistance, make inquiries to solicit relevant information, and assess information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.
- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.

- Activates the Authority emergency communication notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operations impacts.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arriving at the emergency location.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in Public Safety, dispatching calls for assistance or related field.
- Or equivalent combination of education, training, and experience.
- Successful completion of designated airport operations or law enforcement dispatcher training programs, including possession of all required certifications.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC DISPATCHER III

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager, the AOC Dispatcher III is part of the Airport Operations Center team that supports the Authority's operations, public safety and security activity within the airport and surrounding area 24 hours a day. The position is responsible for answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required. The AOC Dispatcher III also monitors and operates systems that include communication of video security and patron transportation, such as the Airport's shuttle system, while taking customer service phone calls from patrons and fellow employees looking for assistance.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Receives incoming 911 emergency and non-emergency calls for assistance, makes inquiries to solicit relevant information, and assesses information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters operations or public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and/or an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.

- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arrival at the emergency location.
- Activates the Authority emergency communications notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operational impacts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years experience in Public Safety, dispatching calls for assistance or related field.
- Or equivalent combination of education, training, and experience.
- Must have Florida Department of Health 911 Public Safety Telecommunicator (PST) Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.

- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC PUBLIC SAFETY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Operations Center, the AOC Public Safety Manager oversees the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. This role involves leading a team of dispatchers, developing training programs, and ensuring compliance with Criminal Justice Information Systems (CJIS) standards and regulations. The AOC Public Safety Manager is also tasked with planning, budgeting, and coordinating resources to achieve operational objectives while enhancing the efficiency and effectiveness of public safety communications within the airport environment.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures effective communication and response protocols for all emergency and operational calls.
- Manages the receipt of emergency 9-1-1 calls for police, fire, and medical services, ensuring swift and appropriate responses within the Tampa International Airport property.
- Establishes and implements administrative policies, procedures, and guidelines to enhance operational efficiency.
- Develops and manages the AOC Training Program to ensure compliance with Criminal Justice Information Systems (CJIS) standards and industry regulations.
- Prepares and monitors the Airport Operations Center's annual budget, controlling expenses and ensuring optimal resource allocation.
- Acts as the primary liaison with the FBI and FDLE for all CJIS-related items, ensuring compliance and facilitating necessary audits and inspections.
- Monitors workflow and data accuracy within the dispatch center, ensuring high-quality service delivery and adherence to established guidelines.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Five (5) years experience in law enforcement, emergency operations, or similar experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Florida Department of Health 9-1-1 PST Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities

- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of public safety best practices and procedures.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

APPLICATION DEVELOPER

GENERAL DESCRIPTION

Under the general direction of the Applications Development Manager, the Application Developer is responsible for designing, developing, testing, and maintaining high-quality software that meets business and customer needs. This role involves creating features and capabilities for end users, whether external customers or internal employees, as well as configuring and customizing vendor-provided packaged software. The Application Developer supports multiple applications across various domain areas, including ERP, GIS, Interfaces, Data Analytics, API, and Cloud Services. This position performs work independently, collaborate with consulting resources, share information, and assist others with work orders to ensure successful project outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Writes high-quality code that meets customer needs, emphasizing simplicity, clarity, and testability.
- Participates in code reviews and utilize collaborative programming techniques to promote high-quality business outcomes.
- Investigates and propose solutions to development and design challenges.
- Participates in scope of work estimation and forecasting for projects.
- Conducts analysis to determine integration needs and design and plan integrations effectively.
- Implements unit and integration tests and conduct functional and performance testing where appropriate.
- Develops reusable software building blocks to enable faster delivery and enhance efficiency.
- Improves the performance of existing software by diagnosing and resolving critical issues.
- Prepares technical documentation, including software design evaluation plans, test results, and technical manuals.
- Provides support and troubleshoot issues in production environments, ensuring minimal disruption to business operations.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Two (2) years of related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of one or more coding languages, such as Java or Apex, with a focus on best practices in software development.
- Knowledge of cloud development platforms and similar technologies.
- Knowledge of software development lifecycles and methodologies.
- Knowledge of software testing principles and methodologies to ensure high-quality deliverables.
- Knowledge of security best practices in application development to safeguard data and systems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

APPLICATIONS DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Application Services, the Applications Development Manager is responsible for directing the design, development, implementation, and support of the Authority's business requirements and applications, including integrations, data analytics, reports, and dashboards. The Applications Development Manager interprets functional requirements, ensure the creation of technical specifications and design documentation, and oversees development and unit testing while adhering to SDLC and change management processes. Additionally, this role includes managing data migrations and archiving, configuring and supporting integrations with third-party products and cloud applications, and providing ongoing support, fixes, and enhancements for existing applications and products.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Organizes and leads workshops, seminars, and hackathons to promote knowledge sharing and encourage the adoption of new technologies and techniques within the development team.
- Monitors the performance of applications post-implementation to identify areas for enhancement and ensure ongoing system efficiency.
- Collaborates with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables meet organizational needs.
- Ensures that business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and manages risks associated with application development projects, implementing mitigation strategies to minimize impact on project timelines and outcomes.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in application development and quality assurance testing, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- At least one advanced technical certification in the areas of Cloud, Object Oriented Programming, Enterprise Architecture or Data, etc. as well as certification in project leadership such as: PMI, CSM, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ASSISTANT GENERAL COUNSEL

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer, the Assistant General Counsel supports the legal functions of the Authority by undertaking a diverse range of legal responsibilities. The position also assists Authority in-house and contracted lobbyists with legislative drafting and interpretation. This role ensures contracts and agreements comply with relevant federal, state, and local regulations and operating directives. Familiarity with the Florida Public Records Act and Florida Sunshine Law is desirable. The Assistant General Counsel participates in local, state, national, and international bar associations and/or industry trade groups. Additionally, the Assistant General Counsel helps to ensure clarity, consistency, and compliance with regulatory standards in contracts and agreements.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Depending on assignment this role may supervise others
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews and drafts various legal documents, including but not limited to contracts, grant agreements, and vendor agreements.
- Examines leases, easements, permits, and similar documents for compliance and accuracy.
- Provides research services on diverse legal issues and compiles memoranda of law.
- Engages in administrative dispute resolution to facilitate conflict resolution.
- Oversees litigation handled by external counsel, ensuring alignment with the Authority's interests.
- Attends depositions, court hearings, and other legal proceedings on behalf of the Authority.
- Attends administrative hearings as required to represent the Authority's position.
- Monitors changes in legislation and regulations impacting the Authority.
- Provides legal advice and guidance to various departments within the Authority.
- Collaborates with external legal counsel to ensure effective legal strategies are implemented.
- Prepares and coordinates annual audit review.
- Provides letter opinions to support various municipal finance transactions.
- Provides certificates of compliance to support the federal grant process.
- Accountable for the well-being and support of direct reports, providing individual training for job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with Authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Juris Doctorate from an ABA-accredited school of law.
- Ten (10) years experience in legal, insurance, construction, finance, or real property.
- Licensed Attorney in the State of Florida.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prior experience providing legal support for a government entity.
- Board Certification by the Florida Bar.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local laws relevant to aviation, contracts, leases, and other legal documents.
- Skill in legal research methodologies and resources to analyze and interpret complex legal issues effectively.
- Knowledge of contract principles and practices, including contract drafting, negotiation, and interpretation.
- Knowledge of regulatory requirements and compliance standards governing airport operations, particularly in Florida.
- Knowledge of administrative and litigation processes, including case management, discovery, and courtroom procedures.
- Skill in negotiation techniques to secure favorable terms and resolve disputes in contracts and agreements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AUDIT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Internal Audit, the Audit Manager is responsible for managing and directing audit activities related to complex financial or program operations within various departments, agencies, and external organizations that have contractual relationships with the Authority. This role ensures compliance with established procedures and evaluates the effectiveness of internal controls. This position performs complex test work while assigning, reviewing, and supervising work of less experienced auditors. The Audit Manager also plays a key role in formulating the annual audit plan, planning audit objectives, and providing guidance on proper documentation and analysis methods to support audit findings and recommendations. This position maintains a high level of integrity and transparency of the Authority's operations through rigorous and effective auditing practices.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans, coordinates, and performs assurance and consulting engagements from beginning to end in accordance with the annual audit plan.
- Oversees the execution of audit activities, ensuring compliance with professional and departmental standards while monitoring work progress.
- Provides direction on proper documentation techniques, data gathering, and analysis methods to support audit findings and recommendations.
- Reviews and evaluates completed audit work for accuracy and adequacy, ensuring sufficient supporting documentation is present for all findings.
- Responsible for highly complex areas of engagement while providing support to audit staff in their performance of less complex areas.
- Liaises with Legal Affairs regarding interpretations of laws, rules, regulations and contracts.
- Prepares comprehensive reports on audit findings for presentation to senior management, highlighting critical issues and recommendations for improvement.
- Collaborates with other departments and stakeholders to address audit findings and implement necessary changes to improve operations.
- Identifies and communicates issues and offers recommended solutions relent to business and risk.
- Evaluates issues identified for inclusion in report.

- Participates in periodic project status meetings with staff to discuss progress, challenges, and resource needs related to audit activities.
- Ensures regular communication with management regarding audit progress, technical issues, and any concerns that may arise during the audit process.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Accounting, Business or Public Administration or related field.
- Four (4) years of professional Auditor experience.
- Two (2) years of supervisory experience.
- Or an equivalent combination of education, training and experience.

- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- If not currently a Certified Internal Auditor, will be expected to become certified by end of second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience as a professional Auditor in the aviation industry.
- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Skill in handling competing priorities to meet deadlines and commitments.
- Knowledge of governmental accounting principles and public administration practices to ensure compliance and effectiveness in audit processes.
- Ability to stay informed on revisions to applicable Authority, Department, and professional policies, procedures and standards to ensure conformance.
- Knowledge of local, state, and federal laws, ordinances, rules, guidelines, and regulations related to fiscal management of government agencies, including those funded by federal grants.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Sitting up to 6 hours per day
- Occasional standing & walking
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

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AUTOMATED PEOPLE STYSTEMS MANANGER

GENERAL DESCRIPTION

Under the direction of the Senior Manager, the Automated People Mover Systems Manager at Tampa International Airport is responsible for overseeing and managing contracts related to all people moving train systems including the MHI SkyConnect system and the Alstom airside shuttle transportation system, both systems are a vital component of the airport's Fixed Guideway Transportation Systems (FGTS).This role requires specialized knowledge of aviation systems, contract administration, and adherence to Florida Department of Transportation (FDOT) regulations. The Contract Manager will work closely with vendors, regulatory bodies, and internal stakeholders to ensure seamless operations and compliance with all regulatory standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop, negotiate, and manage contracts related to the MHI SkyConnect system
- Develop, negotiate, and manage contracts related to the Alstom airside shuttle system
- Ensure all contracts comply with federal, state, and local regulations, particularly FDOT regulations concerning FGTS.
- Monitor contract performance, ensuring adherence to terms, conditions, and quality standards.
- Establish and maintain effective relationships with MHI SkyConnect vendors and service providers
- Establish and maintain effective relationships with Alstom airside shuttle system
- Conduct regular performance reviews and assessments of vendors to ensure compliance with contract terms and performance standards
- Prepare and submit required documentation and reports FDOT to demonstrate compliance.
- Collaborate with internal teams, including IT, operations, and maintenance, to ensure system functionality and reliability
- Manage project timelines, budgets, and resource allocation to ensure timely completion of projects
- Develop and manage budgets related to the MHI SkyConnect system Alstom airside shuttle system and associated contract services
- Monitor expenditures to ensure cost-effective solutions and adherence to budget constraints

- Prepare financial reports and forecasts for senior management, highlighting cost savings and budgetary compliance
- Serve as the primary point of contact for all contract-related inquiries and issues concerning the Alstom airside shuttle system and MHI SkyConnect system
- Prepare and present detailed reports on contract status, performance metrics, and regulatory compliance
- Prepares contract work scope drafts, bid schedules, pay applications and other related documents for review.
- Reviews and acts on contract management, administrative, and operational problems.
- Performs other related duties as required
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Four (4) years of experience in maintenance contract management and budget responsibility, or related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Construction Management, Facilities Management, Business Administration, or a related field.
- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of contract management principles, practices, and objectives.
- Ability to effectively coordinate resources and manage these resources to a successful contract outcome.
- Ability to analyze the risks and future impact of decisions.
- Ability to establish and maintain effective working relations with others within and outside their own organization.
- Ability to collect, organize and analyze data and develop logical conclusions.
- Ability to effectively utilize Microsoft Office and Oracle programs.
- Skill in developing tracking systems to monitor work progress.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 50 lbs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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

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BOARD SERVICES ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer or an Assistant General Counsel, the Board Services Administrator is responsible for performing complex and highly independent administrative support duties for the Board Members of the Authority. This role requires direct knowledge of confidential interactions involving Board Members with both internal projects and external stakeholders. The Administrator engages with the Chief Executive Officer, senior staff, private sector representatives, and state and local governmental officials, ensuring that all communications uphold a positive image for the Authority.

The Administrator may also provide administrative support to the Chief Legal Office, ensuring the smooth operation of the Office. As part of this role, the Administrator manages the Chief Legal Officer's calendar and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Administrator interacts regularly with the Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares and coordinates all functions related to the monthly meetings of the Authority's Board, including the agenda, minutes, resolutions, and PowerPoint presentations.
- Maintain adherence to the Board Calendar by tracking key dates and ensuring staff meet all Board-related deadlines and deliverables.
- Coordinates and prepares correspondence for Board Members, drafting appropriate responses to public inquiries as needed.
- Reviews and prepares PowerPoint presentations and other informational materials for presentations to or by Board Members.
- Maintains the Authority Policy and Procedure Manual, ensuring it is up-to-date and accessible while tracking historical changes and archived versions for reference.
- Ensures the confidentiality of sensitive information related to Board Members and their interactions with various stakeholders.
- Facilitates effective communication between Board Members and the Chief Executive Officer, senior staff, and external representatives.
- Supports the Board in achieving its strategic objectives by providing timely administrative assistance and coordination of activities.

- Post Board Agenda, Board Minutes and Agreements on the Authority website in a timely and accurate manner, ensuring public accessibility and compliance with transparency requirements.
- Responsible for preparing Verbatim Transcripts and official Minutes of Board Meetings, ensuring accuracy, completeness, and timely distribution.
- Manages the Chief Legal Officer's schedule for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Manages the flow of information and communication from the Chief Legal Officer to staff and other leadership team members.
- Prepares and reconciles expense reports, including travel expenses, in the electronic filing system.
- Serves as a liaison to the Leadership Team, facilitating communication between the Chief Legal Officer and their direct reports.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently.
- Assists in the preparation of materials for meetings, including presentations and reports.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals of the department.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the organization's bylaws, charter, and mission to ensure compliance and alignment in all activities.
- Knowledge of governance principles, including legal and ethical responsibilities associated with Board operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUDGET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Financial Planning & Reporting, the Budget Manager is responsible for overseeing the budgeting and financial planning for the Authority. This includes managing the annual operating budget process, from setting guidelines and timelines for the executive team to producing the budget book and supporting analysis for the Board. The role also involves managing budget amendments and the capital equipment budget and reallocating funds as needed throughout the fiscal year. Additionally, the Budget Manager reviews and updates budget-related policies and procedures, manages the Authority's long-term financial model, and oversees the Authority's annual rates & charges process.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the annual and monthly operating budgets. Researches, analyzes and prepares data on operating expenses.
- Develops and implements the calendar for the annual budget process.
- Develops budget guidelines for consideration and implementation by the executive team.
- Provides guidance to staff in the analysis of budget variances and monitor the accuracy of departmental expenses.
- Manages budgeting scenarios regarding the elements of the budgeting and cash projection processes.
- Researches and prepares data for the budgeted business plan and actual rates and charges to the signatory airlines recognized net investment and return on Authority Investment summaries.
- Reviews, updates and implements budget policies and procedures, providing guidance to Authority management and staff regarding budget issues.
- Prepares budget-related documents for presentation to the airlines and the Authority's Board.
- Oversees the equipment budget and develops, distributes, and summarizes departmental operating and equipment budget submission forms while providing training and guidance to Authority staff.
- Directs debt service transfer amounts with the master trustee on all revenue and PFC-backed bond issues and produces data reports for the sinking fund and debt reserve funds.

- Prepares detailed multi-year monthly cash projections for the Authority's cash accounts, covering cash needs and funding sources for its capital program, including grants, fees, and bank notes, while recommending timing and magnitude for bond issuances.
- Prepares annual enplanement and passenger facility charge collection projections for Federal Aviation Administration reporting requirements.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Four (4) years related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general accounting principles and financial modeling.
- Knowledge of budget development processes, including the ability to coordinate and manage annual and capital budgets effectively.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & climbing
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FIRE SYSTEM TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of a Electronics Supervisor, the Fire System Technician is responsible for the installation, maintenance, and repair of fire systems within various facilities. This role is responsible for maintaining existing fire systems, fire codes, and pipe fitting techniques for the Authority. The Fire System Technician executes repairs on fire sprinkler systems, follows design plans, maintains detailed records and fire code compliance, and communicate necessary design changes to accommodate site requirements.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs fire suppression equipment in new construction or retrofit projects to ensure compliance with safety standards.
- Performs corrective repairs on existing fire sprinkler systems to maintain functionality and compliance with fire codes.
- Interprets system blueprints and accurately fit pipes to meet the specifications of various sprinkler systems.
- Delivers materials to job sites and perform minor fabrication as needed to support installation and repair activities.
- Conducts routine inspections of fire systems to identify potential issues and ensure ongoing compliance and safety.
- Documents work performed, including repairs and installations, to maintain accurate records and ensure accountability and compliance.
- Coordinates inspections, deficiency corrections, and repairs with fire system vendors.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience with fire systems and pipefitting.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fire prevention and life safety principles to ensure compliance with safety regulations and standards.
- Knowledge of pipefitting techniques and related fire protection codes and standards to ensure proper installations and repairs.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather, excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

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

LOGISTICS COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Electronics Manager, the Building Logistics Coordinator performs a crucial role in planning and coordinating Authority special events, collaborating with various departments to ensure successful execution. This role also involves operating power equipment and ensuring cleanliness and organization at work sites after project completion. Aditionally, the coordinator will perform skilled work across multiple trades in the construction, maintenance, and repair of buildings, equipment, and facilities. ***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.***

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assists in the planning and coordination of Authority special events, ensuring all logistical aspects are addressed.
- Performs skilled repairs in plumbing, including water lines, fixtures, and related equipment to ensure functionality.
- Conducts maintenance and repairs in carpentry, plastering, furniture, shelves, doors, and windows as needed.Participates in the erection of small structures and manage complex alterations and repairs related to plumbing, brick, cement, and carpentry work.
- Paints both the interiors and exteriors of buildings to maintain aesthetic standards and protect surfaces.

- Operates power equipment, including drill presses, threading machines, drain cleaning machines, air compressors, and gas-operated saws.
- Monitors and maintains inventory of tools and materials necessary for repairs and event preparations.
- Participates in training and development opportunities to enhance skills related to building maintenance and event coordination.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in trades work.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Maintenance Professional Certification preferred (FMP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Extensive knowledge of safety procedures and the proper use of safety equipment in building maintenance.

- Skill in the use of hand and power tools, including electrical and gas-operated equipment used in construction and maintenance tasks.
- Ability to read and interpret blueprints, drawings, and technical specifications accurately.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

BUILDING MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Building Maintenance Manager, the Building Supervisor oversees the maintenance and repair activities of skilled trades and maintenance personnel for the Authority. This role is responsible for estimating materials and determining equipment needs for various tasks. Additionally, the Building Supervisor will develop and update maintenance policies and procedures, monitor compliance with safety standards, and ensure operational efficiency while maintaining accurate records and reports of all work performed.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts and creates drawings or sketches for maintenance personnel to execute tasks effectively.
- Creates requisitions for equipment, tools, and materials in a timely manner to meet maintenance and construction schedules.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with construction and maintenance requirements.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction or in facility maintenance and repairs.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and plumbing systems.

- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to respond effectively to emergencies and address issues in a timely manner to ensure operational continuity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

BUILDING MAINTENANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Facilities, the Building Maintenance Manager oversees the maintenance and repair of all Authority-owned facilities. This role encompasses both managerial and administrative duties, including estimating materials, determining equipment needs, and coordinating construction projects. The manager supervises employees and monitors contractors engaged in building maintenance and repair, ensuring compliance with specifications and contract integrity. Additionally, the Building Maintenance Manager establishes preventive maintenance programs, manages an equipment safety inspection program, and provides technical advice and training to staff while maintaining safety and operational standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manages the installation, inspection, maintenance, and repair of plumbing systems, flooring, carpentry, specialized equipment, outside structures, and roofing systems.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the longevity of facilities and equipment.
- Manages an equipment safety inspection program, conducting periodic inspections to guarantee proper maintenance and safety compliance.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and contract integrity.
- Creates requisitions and maintains an inventory of replacement parts and materials to facilitate timely completion of maintenance tasks.
- Prepares technical specifications for equipment acquisition and repair projects to meet operational needs.

- Creates and manages departmental budgets, ensuring efficient allocation of resources for maintenance operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, in facility maintenance or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and plumbing systems.
- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

BUILDING MAINTENANCE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Building Maintenance Supervisor, the Building Maintenance Technician II plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as plumbing, carpentry, and painting. This position involves leading repairs on plumbing systems, drywall, locks, roofs, and various equipment, as well as painting both interior and exterior surfaces to maintain the aesthetic appeal and functionality of buildings. The Building Maintenance Technician II operates a variety of power equipment and may drive to different work sites as needed. Additionally, the Technician will manage and train a workgroup's daily activities, contributing to the overall effectiveness and efficiency of maintenance operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs skilled repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Participates in the erection of small structures and conduct complex alterations and repairs in plumbing, brick, cement, and carpentry.
- Paints both interior and exterior surfaces of buildings to maintain aesthetic appeal and protect against wear and tear.
- Operates power equipment such as drain machines, jetters, lifts, drill presses, threading machines, air compressors, and gas-operated saws.
- Manages and train workgroup personnel in safe operational practices and maintenance procedures.
- Assists in inventory management of tools, equipment, and materials necessary for maintenance tasks.
- Reports any maintenance issues or safety hazards to the Building Supervisor for resolution.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Extensive knowledge of safety procedures and the proper use of safety equipment in building maintenance.
- Skill in the use of hand and power tools, including electrical and gas-operated equipment used in construction and maintenance tasks.
- Ability to read and interpret blueprints, drawings, and technical specifications accurately.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

BUILDING MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION:

Under the general direction of a Building Maintenance Supervisor, the Building Maintenance Technician I plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as plumbing, carpentry, and painting. This position involves repairing plumbing systems, drywall, locks, and roofs, as well as painting both interior and exterior surfaces to maintain the visual appeal and functionality of the buildings. The Building Maintenance Technician I is responsible for safely operating equipment, driving to various work sites, and maintaining cleanliness upon task completion.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Repairs and maintains drywall, furniture, locks, and roofs to enhance safety and aesthetics within the facilities.
- Paints interior and exterior surfaces of buildings to maintain visual appeal and protect against wear and tear.
- Operates lifts and motorized equipment safely to facilitate various maintenance tasks efficiently.
- Conducts thorough cleaning of work sites upon task completion to maintain a safe and organized environment.
- Assists and supports other trades as needed based on operational requirements.
- Monitors and reports any safety hazards or maintenance needs identified during service calls or inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Knowledge of safety procedures and regulations related to maintenance tasks to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Lifting up to 50 Ibs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

BUILDING SERVICE PLUMBER

GENERAL DESCRIPTION

Under the general direction of a Building Maintenance Supervisor, the Building Service Plumber performs skilled plumbing work involving the installation, repair, and maintenance of plumbing systems, including water lines, pumps, and underground water and sewer lines. This position operates at the journeyman level, focusing on general maintenance and repair tasks within airport buildings and related facilities, as well as participating in limited construction activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Inspects, repairs, and maintains all plumbing systems, including water, sanitary, and industrial waste lines, ensuring compliance with all applicable codes.
- Inspects and repairs vents, storm drainage systems, special piping systems, and associated fixtures, including building drains and water service pipes.
- Responds to plumbing emergencies, troubleshooting issues and using building plans, diagrams, and blueprints to locate and isolate malfunctions.
- Installs, repairs, and maintains pumps for lift stations to ensure optimal functionality.
- Performs regular cleaning and preventative maintenance tasks on plumbing equipment to maintain proper functioning and longevity.
- Tests and repairs backflow preventers to ensure compliance with safety regulations and functionality.
- Performs other duties related to Facilities Maintenance
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three(3) years experience in plumbing, construction or related field.
- Or equivalent combination of education, training, and experience.
- Must achieve QMP Certification (on-the-job technical training, and a formalized plumbing training course) within one (1) year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Journeyman Plumbing license or similar accreditation level**.**
- Backflow Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of plumbing systems, including installation, repair, and maintenance practices for water, sanitary, and industrial waste lines.
- Knowledge of applicable codes and regulations governing plumbing work to ensure compliance during all tasks.
- Knowledge of storm drainage systems, vents, and special piping systems, including their fixtures and appurtenances.

- Knowledge of safety procedures and practices related to plumbing work and maintenance operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Business Analyst will conduct regular analysis of Airport Concessions, Ground Transportation, and other business lines using diverse data sources. The primary objective is to contribute to decision-making processes, optimize revenue streams, establish budgets, streamline processes and enhance overall customer service. This position involves collaborating with various departments and stakeholders to convert analytical findings into comprehensive reports and innovative concepts and make actionable recommendations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes concessions and ground transportation data.
- Provides insights to department leaders on trends, anomalies, issues, and opportunities.
- Leads and creates monthly financial reporting across all business lines, including presentations and reports for executive management.
- Generates insightful reports from the Business Intelligence System and other data sources.
- Works with external stakeholders, including local General Managers, to ensure two way sharing of information and insights
- Conducts ad hoc reports such as benchmarking analysis.
- Uses data and information to keep department leaders apprised of various aspects of Concessions and Ground Transportation.
- Interprets various sources of data and converts findings into reports, ideas, and recommendations.
- Develops, manages, forecasts, and analyzes departmental budgets.
- Evaluates new lines of business through various financial analyses (pro forma, break-even scenarios, cost-benefit analysis).
- Monitors and reports changes in passenger behavior affecting financial performance by analyzing multiple data sets and external factors.
- Support customer research and survey programs to aid decision-making.
- Contributes to decision-making based on research findings.
- Contributes to future plans in monthly presentations and reports.

- Collaborate with stakeholders and other departments for compliance with revenue control and audit processes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Finance, Economics, or related field.
- Two (2) years of experience in data analysis, findings presentation, and recommendation provision with organizational forecasting and contributing to strategic plans aligned with organizational objectives.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience in aviation or public sector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of financial principles, practices, and procedures related to budgeting, forecasting, and financial reporting.

- Knowledge of utilizing Business Intelligence Systems for generating reports and extracting actionable information.
- Knowledge of relevant key performance indicators (KPI)s and metrics in the concessions and ground transportation industry.
- Ability to conduct independent studies and research to gather relevant information.
- Ability to problem-solve and identify opportunities for improvement.
- Ability to set priorities, meet deadlines, and manage multiple tasks efficiently.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (CONCESSIONS AND COMMERCIAL PARKING)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Business Office Manager (Concessions and Commercial Parking) will manage a wide variety of business office functions supporting the Vice President and the Senior Leadership team. The Business Office Manager will be responsible for data collection and coordination of the department's budget and considered the liaison for Concessions and Commercial Parking. The position manages the execution of purchase orders, requisitions, expense reporting and invoice processing. May be tasked with ongoing project coordination of department and/or Authority-wide initiatives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project focused duties supporting a Vice President (VP) of Concessions and Commercial Parking and Department Directors.
- Manages general administrative duties and processes for the Concessions and Commercial Parking Department.
- Provides liaison and coordination with other departments, suppliers and Concessions and Commercial Parking partners.
- Manages general administrative duties, streamlining processes to enhance departmental efficiency.
- Coordinates communication and collaboration between departments, suppliers, tenants, and real estate partners.
- Prioritizes the VP's calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes invoices related to departmental activities and special projects.
- Implements improvements to administrative policies and internal workflows to enhance operational effectiveness.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Manages and coordinates events related to Concessions and supports tenant engagements, ensuring successful execution.

- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports. Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associates Degree in Business Management, Business Administration, Public Administration, related field.
- Previous experience with expense reporting systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of budget management.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to initiate projects and presentations based on department needs.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (GENERAL AVIATION)

GENERAL DESCRIPTION

Under the general direction of the Vice President of General Aviation, the Business Office Manager (General Aviation) manages various department functions supporting the Vice President (VP) and Senior Managers. This role is responsible for the overall effectiveness of the department and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day office management services for General Aviation.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project-focused responsibilities supporting the General Aviation department leadership.
- Acts as liaison between General Aviation and other departments including, but not limited to, the Finance, Procurement and Real Estate departments.
- Researches, collects, and interprets data, and compiles statistical and analytical reports.
- Prioritizes the calendar, focusing on urgent requests and important communications to ensure timely responses.
- Creates presentation materials and summary reports, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of department heads.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.
- Participates in Authority meetings related to General Aviation activities as needed (Events, Internal and External Stakeholder meetings and Town Halls, etc.).
- Proofreads printouts, reports and other documents/forms used by assigned General Aviation Partners in order to identify and eliminate errors.

- Works closely with General Aviation Partners to assist in the coordination of events, employee recognition events, community service projects and other program(s) and events aimed at maintaining a positive culture with the Authority and Tampa Bay Community.
- Schedules department team building or other group meetings and facilitates agendas, meals, event space requests, etc. Tracks, monitors and manages office supply inventory and approves general supply orders.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependable:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Sitting, standing and walking up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Constant typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (HUMAN RESOURCES)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources and Enterprise Risk Management, the Business Office Manager (Human Resources) plays a crucial operational and administrative support role within the Authority's Human Resources Department. The Business Office Manager provides high-level administrative support to department heads. The position manages the execution of purchase orders, requisitions, expense reporting and invoice processing. This role fosters a collaborative environment while maintaining the integrity of sensitive and confidential information.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently performs a wide range of office management and project-focused responsibilities to support Human Resources leadership.
- Acts as a liaison between HR, Administration, and other departments, including Finance and Procurement, for budget, requisition, purchase order, and invoice inquiries.
- Prioritizes the Vice President's (VP) calendar, focusing on urgent requests and essential communications to ensure timely responses.
- Initiates purchase orders and processes invoices for departmental activities and special projects.
- Implements improvements to administrative policies and internal workflows to enhance operational effectiveness.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Creates presentation materials and summary reports for the VP, aiding in effective stakeholder communication.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Manages Board-related and legal items for the Human Resources department.

- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, and spreadsheets for approval by the VP and department heads.
- Participates in Authority meetings related to Human Resources activities, such as Health Fairs, Open Enrollment, and Town Hall Meetings.
- Assists with coordinating employee recognition events, community service projects, and other initiatives that enhance organizational culture.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with expense reporting system software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of budget management.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to initiate projects and presentations based on department needs.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (MAINTENANCE)

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance , the Business Office Manager (Maintenance) manages various department functions supporting the Vice President (VP), Directors, and Senior Managers. This role is responsible for the overall effective administration of the VP and Director's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Maintenance.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages the administrative staff for Maintenance, including Work Control.
- Independently performs various office management and project-focused responsibilities supporting the Maintenance department.
- Researches, collects, interprets data, and compiles statistical and analytical reports.
- Independently determines priority status for the Directors
- and Vice President's calendars giving special attention to requests that reference important matters received or observed, such as incoming communications (email, correspondence, statements, face-to-face meetings requests, phone calls, and internal staff actions).
- Initiates annual purchase orders, requisitions, and expense reports.
- Processes incoming invoices for departments and/or project-specific work.
- Assists in managing Board-related and Development Committee items for Maintenance.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals, signatures, formatting, grammatical construction, and typographical errors.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration or related field
- Four (4) years experience in administrative office management.
- Two (2) year supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (MARKETING)

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Business Office Manager (Marketing) manages various department functions supporting the Director of Marketing and the Marketing & Communications Department. The Business Office Manager is responsible for data collection and coordination of the department's budget and managing the day-to-day operations of the office. The position is also responsible for managing the execution of purchase orders, requisitions, expense reporting, invoice processing and may be tasked with ongoing project coordination of department and/or Authority-wide initiatives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project focused duties supporting the Director of Marketing and manages general administrative duties and processes for the Marketing Department.
- Coordinates with other departments, suppliers, and Marketing partners.
- Prioritizes the Directors' calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes requisitions, invoices and expense reports related to departmental activities and special projects.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Creates presentation materials and summary reports for leadership, aiding in effective communication with stakeholders.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates forecasts and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes. Enters all budget items into Hyperion system used by Finance Department.
- Tracks the marketing funds and manages the reimbursement portion of the Air Service Incentive Program, reviewing and ensuring reimbursements are paid to airlines in a timely manner and do not exceed amounts set by Finance Department.

- Tracks and manages office supply inventory. Builds the Registration site and manages all aspects of participant registration process for TPA's annual 5K on the Runway and key vendors for race logistics, including the race-timing company.
- Administers Authority-wide United Way Employee Giving Campaign.
- Manages the financials of both TPA's 5k on the Runway and the United Way Giving Campaign.
- Reviews on a weekly basis the nonstop destinations listed on TPA's web site with the Air Service Development team and facilitates making necessary updates and changes.
- Serves as the department's Central Records Custodian, back-up Safety Officer, and maintains department's Continuity Business Plan.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional sitting & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (OPERATIONS)

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Operations Support, the Business Office Manager manages various department functions supporting the Vice President (VP), Directors, and Senior Managers in Operations Department. The Business Office Manager also provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Operations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently performs a wide variety of office management and project-focused responsibilities supporting the Operations department leadership.
- Acts as liaison between Operations and other departments, including, but not limited to, the Finance, Procurement, and Real Estate departments.
- Aids in creating, updating, and implementing procedures within the Operations.
- Manages and coordinates the maintenance of operational manuals and related documents.
- Administers the Authority's Voluntary Noise Abatement Program, handling resident complaints and deviations, liaising with Federal Aviation Administration (FAA), and aiding in presentations and communication.
- Supports procurement activities within Operations.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Assists Aircraft Rescue and Firefighting (ARFF) with requisitions and other necessities.
- Coordinates events when required.
- Manages directed projects, initiatives, and operational plans.

- Coordinates and maintains Federal Communications Commission (FCC) licenses held by the Authority.
- Addresses issues raised by airport tenants and the public.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Teamwork:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Aviation Management, Business Management, Public Administration, or a related field.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.

- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (PLANNING & DEVELOPMENT)

GENERAL DESCRIPTION

Under the general direction of the Vice President (VP) of Planning & Development (P&D), the Business Office Manager manages various department functions supporting the VP, Directors, and Project Managers. The Business Office Manager provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for P&D.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Independently performs a wide variety of office management and project-focused responsibilities supporting the P&D department leadership.
- Acts as liaison between P&D and other departments including, but not limited to, the Finance. Procurement and Real Estate departments.
- Researches, collects, and interprets data, and compiles statistical and analytical reports.
- Prioritizes the VP’s calendar, focusing on urgent requests and important communications to ensure timely responses.
- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.

- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of department heads.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.
- Participates in Authority meetings related to P&D activities as needed (Events, Internal and External Stakeholder meetings and Town Halls, etc.).
- Coordinates special events and conference meetings; prepares presentation materials and provides summary and/or action reports for the VP and Directors.
- Assists P&D Project Managers with administrative duties related to badging and project closeout.
- Assists with scheduling and coordinating height zoning activities.
- Prepares and reconciles expense reports (including travel) expenses in electronic system on behalf of VP and other staff when required.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration, or other related field.
- Four (4) years experience in administrative office management.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (PROCUREMENT)

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Capital Programs and ITS, the Business Office Manager (Procurement) manages various department functions supporting the Vice President (VP), Directors, and Senior Managers. The Business Office Manager provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Procurement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide range of office management and project-focused responsibilities to support Procurement leadership.
- Assist with the administration of the Authority's P-CARD program, including processing new card requests and assisting cardholders as needed.
- Manages department marketing publications and professional organization memberships.
- Manages the processing of Board agenda documentation, ensuring accurate preparation, execution, and dissemination of all necessary documents.
- Oversees and coordinates various department meetings, including agenda preparation, planning, and execution.
- Assists with updates to the Procurement Department's internet and intranet pages.
- Submits solicitation notifications to the Board Administrator on behalf of Procurement Agents.
- Manages the department budget, including but not limited to, preparing and tracking department budget, including updating the expense forecast in system.
- Manages the procurement helpline operations.
- Coordinates with department personnel, Authority departments, external customers, and suppliers to facilitate procurement processes.
- Coordinates with Enterprise Risk Management, contractors, and outside agencies to ensure timely receipt of certificates of insurance and bonds to meet contractual requirements.
- Oversees the Supplier Registration program and ensure the integrity of supplier data.
- Tracks and manages office supply inventory and processes order requests.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Ability to manage department budgets, track expenses, and forecast spending using tools like Hyperion or similar financial software.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Continuous typing
- Occasional use of car/light truck
- Continuous computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (REAL ESTATE)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Business Office Manager (Real Estate) manages various department functions supporting the Vice President (VP), Directors, and Project Managers. This position is responsible for the department's Board agenda process and document control, preparation, formatting, data collection, and coordination of the department's budget; coordination and execution of all events and meetings with the Airport-Airline Affairs Committee and other key stakeholder groups; and managing the day-to-day operations of the office. The position also manages the execution of purchase orders, requisitions, expense reporting, and invoice processing.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide range of office management and project-focused responsibilities to support Real Estate leadership.
- Coordinates communication and collaboration between departments, suppliers, tenants, and real estate partners.
- Prioritizes the VP's calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes invoices related to departmental activities and special projects.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Manages and coordinates events related to Airline Affairs and tenant engagements, ensuring successful execution.
- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYSIS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Business Architecture & Product Support, the Business Systems Analysis Manager is focused on providing both functional and technical support to end users regarding enhancements, issues, and projects related to the Authority's applications. The Manager is responsible for developing budgets, following project management processes, and leading and coaching teams while prioritizing customer satisfaction. This role is critical in bridging the gap between business needs and technical solutions, overseeing the analysis, design, and implementation of systems that support business operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works closely with business stakeholders to understand their requirements for new or existing systems through interviews, workshops, and analysis sessions to comprehensively elicit, document, and analyze requirements.
- Collaborates with technical teams and architects to design systems that meet identified business requirements, including defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables align with organizational needs.
- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Ensures the quality of system deliverables through rigorous testing and validation by developing test plans, coordinating testing activities, and overseeing the resolution of issues and defects.
- Ensures business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and assesses risks associated with business systems initiatives and develop mitigation strategies to minimize impact on project success.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Five (5) years experience in business analysis or systems analysis and quality assurance testing, or related field.
- Two (2) years supervisory experience.
- At least one advanced certification in analytics/business analysis, project management, or in product leadership/product ownership. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quality assurance principles and practices, including testing methodologies, test planning, and defect management to ensure the quality and reliability of system deliverables.
- Knowledge of performance metrics and reporting techniques to evaluate the effectiveness of business systems and processes.
- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Business Systems Analysis Manager, the Business Systems Analyst provides both functional and technical support to end users concerning enhancements, issues, and projects related to the Authority's applications. This position involves responding to, documenting, and resolving service tickets in a timely manner in accordance with service level agreements (SLA). The Business Systems Analyst conducts root cause analysis, develop checklists for common enhancements and issues, and recommend procedures and controls to optimize application performance. Supporting multiple applications and domain areas, including ERP, GIS, interfaces, and Cloud Services, this role works independently as well as under the guidance of more experienced team members, collaborates with consulting resources, and assists with work orders.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Develops an understanding of relevant business areas to recommend effective solutions and build high-quality requirements.
- Assists in conducting interviews, workshops, surveys, site visits, and storyboards, to gather business requirements.
- Contributes to business requirements by making recommendations and suggesting alternatives to proposed solutions.
- Assists in translating conceptual user requirements into clear, detailed functional requirements for implementation.
- Contributes to requirements scoping throughout the delivery process to ensure alignment with business goals.
- Assists in creating artifacts, including business case documentation, scope documentation, and process flows.
- Supports delivery teams during the development, testing, and deployment of solutions.
- Documents current processes and models to identify inefficiencies or gaps in operations.
- Identifies and assists in prioritizing opportunities to streamline business processes for improved efficiency.
- Troubleshoots software issues and identify root causes of problems for resolution.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CSPO, etc. Relevant certifications in areas such as Oracle ERP, GISP, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Ability to engage both developers and business partners to achieve target outcomes.
- Knowledge of Agile development methodologies and Agile planning tools.
- Knowledge data analytics and SQL to support decision-making processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST II

GENERAL DESCRIPTION

Under the general direction of the Business Systems Analysis Manager, the Business Systems Analyst II provides both functional and technical support to end users concerning enhancements, issues, and projects related to the Authority's applications. This intermediate-level position involves increased responsibilities and autonomy in managing service tickets, ensuring timely documentation and resolution in accordance with service level agreements (SLA). The Business Systems Analyst II conducts root cause analysis, develop checklists for common enhancements and issues, and recommend procedures and controls to optimize application performance. Supporting multiple applications and domain areas, including ERP, GIS, interfaces, and Cloud Services, this role requires independent work as well as the ability to guide and mentor junior team members, collaborate with consulting resources, and assist with work orders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Obtains a deep understanding of relevant business areas to recommend effective solutions and build high-quality requirements.
- Utilizes various techniques, such as interviews, workshops, surveys, site visits, and storyboards, to gather business requirements.
- Shapes business requirements by making recommendations and suggesting alternatives to proposed solutions.
- Translates conceptual user requirements into clear, detailed functional requirements for implementation.
- Facilitates stakeholder discussions to help resolve competing priorities between stakeholder groups and escalate issues as appropriate.
- Manages requirements scoping throughout the delivery process to ensure alignment with business goals.
- Creates necessary artifacts, including business case documentation, scope documentation, and process flows.
- Supports delivery teams during the development, testing, and deployment of solutions.
- Documents current processes and models to identify inefficiencies or gaps in operations.
- Identifies and assists in prioritizing opportunities to streamline business processes for improved efficiency.

- Troubleshoots software issues and identify root causes of problems for resolution.
- Plans application system upgrades, installs new releases, and assists with migrations to ensure system integrity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Two (2) years experience in Business Analysis, Systems Analysis, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CSPO, etc. Relevant certifications in areas such as Oracle ERP, GISP, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in problem resolution, negotiation, and influencing outcomes effectively.

- Ability to engage both developers and business partners to achieve target outcomes.
- Knowledge of Agile development methodologies and Agile planning tools.
- Knowledge data analytics and SQL to support decision-making processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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CAD/BIM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Planning, the CAD/BIM Manager is responsible for leading all CAD and BIM capabilities for the Authority, as well as directing, overseeing, and implementing the Authority's CAD and BIM standards and initiatives. This position is responsible for developing and executing a vision for BIM at Tampa International Airport (TPA) and the General Aviation airports including the use of new software and hardware technology in BIM such as Virtual Reality (VR), Augmented Reality (AR), Mixed Reality (MR) and others, which reflects the forefront of industry trends to leverage the BIM environment better. The CAD/BIM Manager will maintain and update the current CAD standards, develop and maintain BIM standards, define BIM business needs, improve business processes and asset management, and maintain accurate and up-to-date building documentation. The BIM/CAD Manager is expected to engage with both internal and external entities.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, implements and maintains CAD/BIM standards, documentation and workflow processes.
- Maintains existing base files and background files (BIM/CAD) of Authority facilities and coordinate the acquisition and inclusion of new spatial data, utilities, drainage and/or properties or buildings.
- Expands and administers existing quality control/assurance programs for the adherence of BIM and CAD submissions from design and construction professionals to Authority standards.
- Communicates BIM initiatives and promote the BIM program.
- Proactively engages departmental leaders and project directors regarding the implementation of BIM within the Authority's Capital Improvement Program (CIP).
- Coordinates facility space identification systems including Propworks and addresses identification databases.
- Develops and maintains a wide range of drawing exhibits such as Project Management Plan (PMP) exhibits, lease exhibits, property maps, site plans, special use plans, security plans, facility floor plans, incident reports and signs.

- Collaborates with the Authority's Geographic Information System (GIS) database and Maintenance teams to support asset collection, management, and integration with the Authority's BIM models.
- Develops, implements, and maintains GIS content for the Planning and Development Department.
- Responsible for the use and maintenance of the Authority's large-format printer and Real-Time Kinematic (RTK) GPS data collector.
- Manages all CAD and BIM software subscriptions and specialized software needs for architecture and engineering in the planning and development department.
- Manages, organizes, and distributes all construction documents for the Authority.
- Assists and supports the Height Zoning Permit process.
- Coordinates, receives, revises, and approves the final digital construction models and drawings from consultants in CAD, BIM, and other formats for all construction projects managed by the Authority.
- Maintains and updates the GIS utilities atlas for Tampa Airport.
- Updates and incorporates assets into the Asset Management System of the airport in Cityworks (GIS format)
- Implements BIM, CAD and GIS solutions applied to Planning and Development.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Engineering, Architecture, or related field.
- Seven (7) years experience in administering or managing BIM projects or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor’s Degree in Architecture, Engineering, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CAD and BIM Standards and practices.
- Experience integrating Revit/AutoCAD with GIS.
- Advanced knowledge of AEC Collection(Revise Instantly (Revit), Civil 3D, AutoCAD Map, ArcGIS Pro, ArcGIS Online, Navisworks, Infraworks, Recap and AutoCAD.)
- Knowledge of AAC, A360, Navisworks and/or Dynamo.
- Working knowledge of Photoshop, Illustrator and/or InDesign.
- Knowledge of airport planning and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CAPITAL PLANNING SENIOR ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Capital Planning Senior Analyst will be responsible for providing analytical and reconciliation of the Authority's Capital Improvement Program (CIP). Responsible for critical elements essential to the successful management of the Authority's long-range CIP construction projects and grant reimbursement. The role involves managing and updating Capital Improvement Program (CIP) data, collaborating with various departments for budget and timeline discussions, overseeing federal and state grant management processes, and generating detailed reports and analysis to support financial oversight and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Updates and maintains CIP project data with actual costs.
- Works with the Planning and Development department to ensure the projected payments are accurate and the correct cash curve is used.
- Generates monthly cash forecasts prior to project payments to outline capital cash requirements, as requested by the Finance Department.
- Updates and maintains files containing Capital Improvement programs.
- Attends Development Committee meetings and consults with the Director of Capital Programs to discuss changes related to budget updates, funding sources, project timelines, and modifications to the Capital Improvement Plan.
- Generates ad hoc reporting and using the data for project summaries, variance analysis, and scenario comparison.
- Responsible for creating and managing files for both federally assigned grants from the Federal Aviation Administration (FAA) and state grants from the Florida Department of Transportation (FDOT). This includes reviewing grant agreements for eligible costs, preparing and submitting payment invoices and journal entries, generating necessary reports, maintaining records for audits, and preparing close-out documents for the FAA grants.
- Ensures thorough reconciliation of master plan project accounts between the Authority's accounting system and construction project management software, collaborating with the internal team to address discrepancies. This includes generating detailed monthly reports to monitor actual expenditures and commitments.

- Reviews and approves all project related requisitions which includes the creation and assignment of tasks numbers within the Oracle Project Module.
- Responsible for closing purchase orders as final payments are processed for design, construction, equipment, and miscellaneous invoices.
- Provides assistance for Book Transfers, CIP Status Review Reporting, Certified Payroll, Work Order Processing, Design Invoice Reviews, and Performance Measures Quarterly Report (PMQR).
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Finance, Accounting, or related field.
- Three (3) years experience in business analysis with a thorough understanding of project management.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with construction management software (Prolog, Primavera).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CIP processes and related financial management principles.
- Ability to perform detailed financial analysis and reconciliation between various accounting systems and project management software.
- Knowledge of federal and state grant management processes, including eligibility requirements and reporting obligations.
- Skill in advanced Microsoft Excel, including the ability to create complex spreadsheets and perform data analysis.
- Ability to produce accurate cash forecasting and financial reporting to project capital cash requirements effectively.
- Knowledge of construction project management practices and the ability to apply them to manage project timelines and budgets.
- Skill in creating and maintaining detailed project documentation, including grant files and project summaries.
- Ability to work independently with considerable judgment while managing multiple projects in a fast-paced environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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CHIEF COMMERCIAL OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Commercial Officer plays a pivotal role in shaping and executing dynamic programs across Marketing, Communications, Concessions and Commercial Parking, Real Estate, and Air Service Development to maximize revenue streams. This position is crucial in proactively promoting the Authority's policies and initiatives while driving growth and revenues. Leading a dedicated communications team, the Chief Commercial Officer will collaborate closely with program leaders and staff to implement a comprehensive, mission-focused communications and marketing strategy at the enterprise level. Beyond internal coordination, this role will actively engage with external stakeholders and consultants to enhance the Authority's visibility and brand, driving the advancement of its policy and program objectives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements comprehensive revenue strategies aligned with the Authority’s overall goals and objectives.
- Provides leadership for the design, implementation, and management of issue-focused communication initiatives.
- Develops strategic communication plans, both proactively and responsively to breaking events.
- Ensures all staff has timely access to internal information about the Authority.
- Utilizes various communication channels, including social media, to ensure accurate and consistent information accessibility.
- Leads the development and execution of comprehensive strategies to attract airlines to the market, driving growth in both domestic and international flight operations.
- Works closely with program leaders to integrate communication strategies into broader plans.
- Champions the strategic negotiation of airport concession agreements across diverse sectors, including food and beverage, retail, rental cars, parking, ground transportation, advertising, and sponsorships, to maximize revenue potential.
- Provides regular strategic and tactical communication support to the CEO's office and senior management team.
- Offers communications oversight for critical information relayed to the Board of Directors.

- Directs the Authority's real estate strategy, encompassing land acquisition and disposition, commercial development, property management, and asset activation, with a primary focus on optimizing revenue generation and enhancing asset value.
- Collaborates with internal and external stakeholders to ensure profitability and optimal resource utilization leveraging the Authority's visibility and brand.
- Enhances the customer experience to attract and retain passengers and other airport users, which can positively impact revenue.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Business Administration, Public Relations or another related field.

- Ten (10) or more years proven experience in senior leadership roles within marketing, communications, or related field.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources.
- Knowledge of generally accepted accounting and auditing principles in the public sector.
- Ability to craft and execute revenue strategies, identifying growth opportunities, setting revenue targets, aligning sales and teams to achieve these goals.
- Skill in bargaining effectively with others to resolve conflict or achieve results.
- Ability to analyze sales data, customer behaviors and market trends to inform strategies.
- Ability to understand market trends and customer needs to adapt strategies to changing market conditions.
- Ability to align and optimize the efforts of sales, marketing, and customer success teams to drive growth and maximize revenue.
- Strong analytical skills with the ability to make data-driven decisions.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to take decisive action, address issues proactively, and hold oneself accountable for outcomes and behavior.
- Knowledge of metrics and evaluation techniques to assess the effectiveness of communication strategies and initiatives.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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CHIEF DEVELOPMENT OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Development Officer is responsible for overseeing and executing the airport's planning, engineering, and development projects, while also prioritizing safety, security, and passenger experience. This position plays a key role in projects aimed at expanding and enhancing the Airport's infrastructure to facilitate its growth and operations, while also making sure that these facilities operate safely and efficiently. This role provides strategic leadership and direction to the Planning & Development and Maintenance Departments, overseeing multi-billion-dollar valued capital improvement programs, leading projects from the planning stage through design, and construction, and the overall Asset Management Program for Tampa International Airport. This role contributes to the organization's mission and values and fosters a working environment that reflects teamwork, excellence, vision, hospitality, and community.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements the Authority's long-term development vision and strategy, ensuring it aligns with the Authority's vision, mission and values.
- Oversees long-term plans for capital equipment and improvement projects and contributes innovative ideas for expansion and improvement initiatives.
- Collaborates with the CEO on essential growth strategies and works with the senior management team to plan, review, and revise the Authority's development programs.
- Ensures consistent implementation of planning and development activities and capital construction projects.
- Oversees the safe and efficient operation of airport facilities, ensuring a high level of customer service and passenger satisfaction.
- Monitors and manages facilities and physical assets to provide world-class customer service.
- Advises on efficient staffing plans, specialty outsource contracting, consulting services contracts, and management approaches to achieve organizational goals.
- Responsible for appropriate budgeting, monitoring, and management of funds and resources related to the planning and delivery of multi-billion-dollar capital improvement programs.
- Prepares and manages annual budgets for personnel, equipment, and projects, with responsibilities exceeding $100 million.

- Fosters a creative, strong, healthy, and equitable culture across the workforce. Lead by example and maintain a servant leadership approach.
- Encourages and navigates inspirational ideas and innovative processes that drive growth and development.
- Exemplifies and maintains a high level of ethics and integrity in all aspects of the role.
- Displays a leadership demeanor characterized by drive, purpose, and a commitment to achieving organizational goals.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree Engineering, Architecture, Construction, Business Administration, Facilities Management or related field.
- Ten (10) years of proven experience in a senior leadership role overseeing facilities management, planning, and development in a large organization, preferably in the transportation or aviation industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of capital improvement projects, construction management, and maintenance operations.
- Demonstrated ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Strong problem-solving, decision-making, and analytical abilities.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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CHIEF EXECUTIVE OFFICER

GENERAL DESCRIPTION

Serves as the Chief Executive Officer (CEO) of the Hillsborough County Aviation Authority (HCAA or Aviation Authority). Under the general direction of the Board, the CEO is responsible and accountable for leading all departments and administrative functions of the Aviation Authority and its airports, Tampa International Airport, Peter O. Knight Airport, Tampa Executive Airport, and Plant City Airport.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Creates and implements long-term strategic initiatives, approved by the Board, to guide the development and direction of HCAA.
- Monitors and directs action on all local, state, and federal legislative and regulatory initiatives relating to the aviation, transportation, and tourism industries to protect and promote the interests of the HCAA.
- Directs the governmental affairs department and lobbyists to achieve the funding and regulatory goals of the Aviation Authority.
- Coordinates the activities and involvement of the Aviation Authority with industry groups such as Airports Council International, the American Association of Airport Executives, and other trade associations to influence the initiatives these organizations pursue to align their compatibility with the goals and objectives of HCAA.
- Coordinates and collaborates with regional and state agencies that have responsibility for economic development, travel, tourism, transportation, and convention activities to ensure that the Aviation Authority is positioned to help direct efforts and to satisfy the requirements for continued growth of travel for the overall benefit of the Tampa Bay Region.
- Fosters media, community, and governmental relations; develops strategies to effectively inform the community and other stakeholders about news and relevant developments; and maintains good relations with the public by being active in the Tampa Bay Region and directing the community engagement of HCAA and its employees as well.
- Develops and manages operating and capital budgets that result in competitive airline rates while ensuring that HCAA has the resources to achieve its goals and objectives.
- Maximizes revenues and minimizes expenditures to protect the financial strength of HCAA.
- Provides safe, secure, and convenient facilities and administers the safe operations, construction, maintenance, and protection of operational areas of HCAA airports.

- Responsible for the selection, training, and motivation of Aviation Authority staff to create a productive work environment. Implements programs to ensure staff career advancement opportunities and provides the resources to accomplish assigned tasks. Conducts leadership succession planning.
- Complies with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and individuals providing goods and services to HCAA. Develops programs to ensure equal opportunities for Disadvantaged Business Enterprises.
- Responsible for lease and contract negotiations and for the coordination with air carriers, concessionaires, and tenants of the aviation system to ensure that facilities are put to their highest and best use with the goal of driving revenues, increasing services, and driving customer loyalty.
- Explores growth strategies for all areas of the HCAA business portfolio.
- Analyzes and provides statistical and economic concepts to support recommendations and promote airport-oriented activities in the Tampa Bay Region.
- Develops staff and programs, subject to budget constraints, necessary to attract new passenger and cargo markets and airlines, both domestic and international, with the goal of increasing air service options and supporting the economic development goals of the Tampa Bay Region.
- Provides reports to the Board on various business development and air service efforts and opportunities.
- Communicates industry trends and developments to the Board.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Vision:** Creating a vision for the organization and ensuring the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organization.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in , or related field.
- years experience in organizational leadership or related field.
- years supervisory experience.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport industry best practices, standards, and regulations.
- Knowledge of key functional domains of relevance - airport finance, commercial/revenue generation, administration, operation, maintenance, planning, and development.
- Knowledge of domestic and international air service development
- Knowledge of the airport and aviation industry, including international regulations and market dynamics
- Ability to focus on regional economic development.
- Ability to envision and plan for future opportunities and challenges.
- Skills in leading teams, with a wide range of administrative functions, and providing strategic guidance.
- Skills in presentations to a diverse group of stakeholders.
- Skills in building and maintaining relationships with stakeholders, including community leaders and industry professionals.
- Skills in interacting with journalists and managing public perception.
- Ability to perform under pressure and maintain composure in challenging situations.
- Ability to address large groups and engaging in high-stakes conversations
- Ability to provide leadership and direction that cultivates respect and influences positive behavior at all organizational levels.
- Ability to think strategically with excellent judgment, fostering informed decision-making on challenging and complex issues.
- Ability to think ahead and anticipate future trends and challenges in the industry.
- Ability to manage organizational change effectively and efficiently.
- Ability to communicate effectively orally and in writing to diverse audiences.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF FINANCIAL OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Financial Officer also serves as the Chief Information Officer, and Chief Purchasing Agent for the Authority, encompassing a wide range of critical responsibilities. As Chief Financial Officer, the role involves planning, implementing, managing, and overseeing all finance and accounting activities within the Authority. In the capacity of Chief Information Officer, this position manages all aspects of Information Technology (IT) to effectively support the Authority's operations, security, and strategic objectives. As the Chief Purchasing Agent, this role oversees the Authority's procurement processes, regulations, cost analysis, and financial reporting. Responsibilities include overseeing the development and compliance with departmental procedures, monitoring departmental performance, formulating long-range strategies, and guiding the preparation of both operating and capital budgets.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides financial guidance and expertise to the CEO and other stakeholders.
- Develops and implements the Authority's financial plans, budgets, and forecasts, ensuring the efficient and effective use of public funds.
- Ensures accurate and timely financial reporting, as well as compliance with all relevant regulations and accounting standards.
- Identifies and manages financial risks, including those related to debt, investments and insurance.
- Interacts with the Authority's trustees related to bond covenants and the administration of existing debt.
- Directs the establishment and management of Authority banking and investments.
- Provides high quality, cost effective, and timely procurement processes to meet the needs of internal and external customers.
- Ensures the timely availability of quality materials, supplies, equipment, design, construction, concessions, and professional services in support of the Authority's revenue generation, operations and administrative functions.

- Ensures compliance with all federal, state and local procurement requirements in the selection of contractors, concessionaires, consultants and individuals providing goods or services to the Authority.
- Maximizes revenues and minimizing expenditures to protect the financial strength of the Authority.
- Develop, in conjunction with a wide range of stakeholders, an effective and implementable Authority cyber security strategy.
- Monitor the Authority's ability to manage information resources in a manner consistent with existing cyber-related policies and procedures.
- Support the increased use of leading-edge technology to enable the Authority to carry out it's mission better.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's degree in business administration or public administration.
- Ten (10) years of senior-level experience in managing the accounting, investment and financial functions of a similarly sized organization in a position with significant organizational and budget responsibility, preferably at a medium to large size airport or other governmental organization.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience complying with federal, state, and local procurement laws and regulations governing the purchase of equipment, supplies and services.
- Ability to collaborate with key stakeholders to proactively define procurement needs and determine options that meet policy and law requirements.
- Knowledge and understanding of accounting principles, budgeting, forecasting, financial analysis, and financial reporting.
- Knowledge of capital budgeting, project financing, and large-scale capital improvement projects.
- Knowledge of IT operations, including incident management, service desk operations and IT asset management.
- Knowledge of data analytics techniques and tools to extract insights from airport data for better decision-making.
- Knowledge of relevant aviation regulations and IT standards, such as those related to data privacy and security.
- Ability to manage relationships and negotiate contracts effectively.
- Ability to analyze data to identify trends, patters, and insights to improve airport operations.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF LEGAL OFFICER/GENERAL COUNSEL

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer and Authority Board Members, The Chief Legal Officer/General Counsel is responsible for all legal matters. This role will represent the Authority as required under the Rules Regulating the Florida Bar, including but not limited to Rule 4-1.13 Organization as Client. It is the duty of the General Counsel to take charge, manage, and control the legal business of the Authority and serve as the legal advisor to Board members, the Chief Executive Officer, and all the Authority's departments on all legal matters related to airport operations, including contracts, leases, regulatory compliance, litigation, and risk management. The Chief Legal Officer/General Counsel will prosecute and defend all legal actions by and against the Authority with assistance as necessary from outside special legal services.

This position will manage all activities of Legal Affairs and the Government and Community Relations departments, including establishing departmental goals, supervising staff, managing legal budgets, and overseeing the preparation of all agreements relating to the Master Plan development program, airline agreements, concession/commercial development agreements, land acquisition and ground leases, construction and consultant agreements, and the lease of airport facilities at the Authority's four airports. This role will ensure compliance with all applicable federal, state, and local laws and regulations, including aviation regulations, labor laws, environmental regulations, and procurement rules.

The Chief Legal Officer/General Counsel is hired by the Chief Executive Officer and is subject to approval by at least a majority of the Authority Board.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive legal strategy to support the airport's strategic goals and objectives, including risk mitigation, regulatory compliance, and legal support for business development initiatives.
- Identifies, assesses, and mitigates legal risks associated with airport operations, including operational risks, strategic initiatives, and potential litigation.
- Provides legal opinions and advice to the CEO and Board Members on a wide variety of legal matters related to all aspects of the Aviation Authority from its governance to the management and operation of Tampa International, Peter O Knight, Plant City, and Tampa Executive Airports.

- Oversight of any existing or proposed federal, state, or local legislation or governmental policies that would affect the governance, finances, operations, or management of the Authority.
- With the aid and assistance of the Director of Government and Community Relations, prepares, advocates or opposes such laws in a manner which will best represent the interests of the Authority, including the hiring of specialists and experts in connection therewith.
- Builds and maintains strong relationships with key stakeholders, including airport staff, government officials, industry partners, and other relevant parties.
- Stays informed about updates in aviation regulations, laws, and policies, and ensure the Authority's operations adhere to these changes.
- Reviews and approves all contracts, grant agreements, concession agreements, vendor agreements, labor agreements, user agreements, leases, easements, permits and similar documents.
- Coordinates all legal issues with the Authority's CEO.
- Drafts and final preparation of contracts or other legal documents.
- Representation in real estate transactions, including examination of land titles.
- Representation in actual or threatened litigation or in any adversarial proceedings before administrative agencies.
- Liaises with legislative and executive representatives of County, State or Federal government agencies.
- Oversees all outside legal service contracts.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Juris Doctor Degree from an accredited school of law.
- A member in good standing of the Florida Bar.
- Ten (10) years experience as a practicing attorney including extensive professional legal experience involving some branch of local government, experience in the aviation or transportation industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience should reflect demonstrated knowledge and a thorough understanding of the laws as they relate to the sale and purchase of real property; rental and lease agreements; construction and contract administration; procurement; and compliance with policies and procedures. The General Counsel will perform a wide range of legal services for the Authority and a thorough understanding of the requirements relating to the Public Sector environment is critical.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF OPERATING OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Operating Officer is responsible for overseeing the day-to-day operational functions at the Hillsborough County Aviation Authority airports, ensuring safe, efficient, customer-focused service delivery, operational excellence, stakeholder engagement, and regulatory compliance. This role requires strategic planning, strong leadership, deep operational expertise, adoption of best practices, and the ability to understand and manage complex airport systems and cross-functional teams. This position is responsible for various departments, including Airport Operations, Public Safety and Security, General Aviation, Human Resources, Enterprise Risk Management and Safety.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Direct all facets of airport operations including airfield management, terminal operations, ground transportation, guest experience, public safety, and emergency preparedness, Human Resources, Enterprise Risk Management and Safety.
- Ensure continuous 24/7 safe and efficient operations in compliance with all federal, state, and local regulations, including FAA, TSA, FDOT and environmental standards.
- Lead daily operations planning and implementation, supporting peak traffic demands and irregular operations (IROPS) management.
- Collaborate with the CEO and executive team to implement the airport's strategic vision, including capacity expansion, capital improvement programs, and sustainability initiatives.
- Drive performance metrics, KPIs, and benchmarking to optimize service delivery and operational efficiency.
- Lead initiatives to modernize airport technology, passenger experience, and operational resiliency.
- Lead a large, diverse team across multiple departments including Operations, Public Safety and Security, General Aviation, Guest Experience, Human Resources, Enterprise Risk Management and Safety
- Build a culture of accountability, inclusion, innovation, and continuous improvement.
- Mentor and develop leaders and staff.
- Serve as a key liaison with federal agencies (FAA, TSA, CBP, FDOT), airlines, concessionaires, contractors, local government, and other airport partners.

- Lead or participate in regular airline and tenant meetings to ensure operational alignment and address service issues.
- Oversee the airport's Emergency Operations Center (EOC) and ensure proper coordination of emergency response efforts during crises such as weather disruptions, accidents, or security events.
- Ensure preparedness plans, drills, and continuity of operations plans (COOP) are maintained and tested.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Strategic Forecasting**: Ability to analyze historical data, market trends, and other relevant factors to develop multiple potential future scenarios based on different assumptions and variables to assess potential impacts and prepare contingency plans.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

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

- Ten (10) or more years of proven track record in senior leadership roles within the aviation industry, with a focus on airport operations and customer service.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the aviation industry, including airport operations, regulations, safety standards, and emerging trends.
- Skill in budget planning, financial analysis, and identifying cost-saving opportunities to optimize operational efficiency.
- In-depth knowledge of customer service best practices and methods for measuring and improving customer satisfaction.
- Knowledge of local and international aviation regulations, with the ability to ensure compliance and navigate regulatory changes.
- Ability to think strategically, set clear goals, and develop effective strategies for achieving them.
- Knowledge of the latest technologies and innovative solutions in aviation operations and customer service.
- Knowledge of stakeholder dynamics, including relationships with airlines, government authorities, vendors, and industry partners.
- Ability to think strategically, set clear goals, and develop and implement effective strategies to achieve them.
- Exceptional problem-solving skills to identify issues, analyze data, and develop innovative solutions to challenges.
- Ability to exercise sound judgment and decision-making, particularly in high-pressure situations.
- A customer-centric mindset with a passion for delivering outstanding passenger experiences and a commitment to continuous improvement.
- Financial analysis skills to manage budgets, assess cost-saving opportunities, and make data-driven decisions.
- Ability to manage and respond to crises and emergencies efficiently, ensuring the safety and satisfaction of passengers and employees.
- Understanding of the global aviation landscape and the ability to consider international factors in decision-making, especially for international airports.
- Ability to adapt to evolving industry trends, regulations, and customer preferences.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.

- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

COMMERCIAL PARKING AND GROUND TRANSPORTATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Commercial Parking and Ground Transportation the Commercial Parking and Ground Transportation Manager is responsible for the day-to-day operations of the public parking, rental car, and ground transportation operations. The position assists in creating and enforcing policies and procedures as defined by agreements, the Ground Transportation Operations Manual, and Authority policies, standard procedures, and operating directives. The position also assists in preparing reports related to the parking revenue control system, parking trends, capacity and usage.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and monitors the day-to-day functions of the parking operation with a focus on capacity management, rental car operation, and ground transportation operations, and serves as the Commercial Parking and Ground Transportation first point of contact.
- Team lead representing the team in meetings during the planning, implementation, and monitoring of selected construction and maintenance projects to minimize customer service and operational impacts.
- Assists with parking capacity analyses, consistently monitors parking capacities, and redirects customers to open parking spaces as needed using available tools.
- Drafts and revises emergency procedures and collaborates with other departments to be the team lead for emergency planning and selected response.
- Conducts monthly inspections of rental car company operation and assigned space to ensure compliance with agreement terms and conditions, safety, and aesthetics.
- Assists in overseeing the agreements for parking, rental cars, Transportation Network Companies and other ground transportation modes, with a particular focus on compliance and standards.
- Performs semi-annual audits of the parking operator to ensure compliance with the Parking Facilities Management Services Contract.
- Provides input regarding the annual parking fiscal year operating budget and assists with monitoring the parking expense budget.

- Regularly inspects the parking facilities to ensure they are maintained in a clean and safe condition, and that customer service standards are being met . -Makes recommendations for operational improvements and efficiencies.
- Acts as support for expense reports, Parking and Revenue Control System (PARCS), AVI, and other parking and ground transportation related reports.
- Collaborates with other Authority departments, in particular Operations, Maintenance, and Planning and Development, as needed and maintains excellent working relationships.
- Assists with revisions to policies, procedures, rules and regulations.
- Works closely with Enterprise Risk Management regarding damage claims and/or personal injury reports.
- Assists with customer service inquiries and/or complaints related to commercial parking and ground transportation.
- Reviews parking refund requests to ensure requests are resolved and meet response guidelines.
- Resolves internal requests, questions, and complaints frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in business or public administration or related field.
- Three (3) years related experience.

- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport parking facility operations and ground transportation systems, including relevant federal, state, and local regulations affecting these operations.
- Knowledge of business principles and practices related to the management of parking and ground transportation agreements, including compliance standards and operational guidelines.
- Skill in leadership and team management, effectively guiding staff and fostering a collaborative work environment.
- Skill in communication and presentation, enabling clear and effective interaction with diverse audiences, including staff, tenants, and external stakeholders.
- Ability to analyze operational data and make recommendations for improvements and efficiencies within parking and ground transportation services.
- Ability to prepare and manage budgets, ensuring accountability for expenses and adherence to financial targets in the parking operation.
- Ability to monitor and enforce compliance with facility cleanliness and safety standards, ensuring that all operations meet established guidelines.
- Skill in producing and maintaining various operational reports, including financial, expense, and usage reports, to inform management and support decision-making.
- Ability to handle customer service inquiries and complaints effectively, ensuring timely responses and resolutions to enhance passenger satisfaction.
- Ability to collaborate with various departments and external agencies, maintaining strong relationships to support operational objectives.
- Knowledge of preventative maintenance practices and safety hazard identification to ensure the integrity and functionality of parking and ground transportation facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

COMMERCIAL PARKING SYSTEMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Commercial Parking Systems Manager is responsible for overseeing the daily operations of the Authority's online booking system while providing essential support to the overall management of parking operations. This position engages in a diverse range of responsibilities, including active participation in all facets of the online booking system, ensuring its continuous enhancement, and leading initiatives for process improvements. This role will analyze industry best practices and emerging trends, develop strategic initiatives to optimize the booking system, and generate insightful reports that inform business decisions.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Benchmarks other online booking systems and analyze system data to identify opportunities for enhancements.
- Recommends and evaluates enhancements for both the front-end and back-end of the online booking system.
- Develops strategic initiatives, including loyalty programs, premium offerings, and revenue-enhancing opportunities.
- Acts as the primary point of contact for customers, addressing complaints, concerns and feedback related to parking products and the online booking system.
- Monitors and utilizes user feedback to track, report, and recommend actions to improve customer service.
- Collaborates with other departments to design, implement and review marketing and communication initiatives to ensure alignment on desired objectives
- Investigates and responds to customer requests for online booking system refunds.
- Ensures compliance and adherence to terms and conditions, making recommendations for improvement.
- Responsible for the day-to-day administration of the online booking system and insights into the parking operation and capacities
- Develops, manages, forecasts, and analyzes parking budgets.
- Assists with monthly financial reporting, including presentations and reports for executive management.

- Interprets various sources of data and converts findings into reports, dashboards, ideas, and actionable intelligence.
- Generates daily reports that facilitate decision-making and provide actionable intelligence.
- Provides analysis, data, and insights related to audits and business reviews.
- Serves as the subject matter expert for the online booking system and its performance.
- Collaborates with the Research Department on focus groups, surveys, and other customer feedback initiatives.
- Evaluates and reports on e-commerce industry best practices, with a focus on relevant airport e-commerce opportunities.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or related field.
- Three (3) years of experience managing online booking systems.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of systems analysis techniques.

- Knowledge of key performance indicators and metrics.
- Skill in problem-solving and analytics.
- Ability to set priorities, meet deadlines and multi-task.
- Skill in Microsoft Word, Excel, Outlook, and PowerPoint.
- Skill in presenting reports defining project progress, problems and solutions.
- Ability to collaborate effectively with leaders, employees, and customers while maintaining a positive and proactive approach.
- Ability to prioritize customer service and consistency in all decisions and recommendations.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to collect, develop, organize and evaluate data and to develop logical conclusions based on the data.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

COMMERCIAL REAL ESTATE SPECIALIST

GENERAL DESCRIPTION

Under the general supervision of the Senior Manager of Commercial Real Estate, the Commercial Real Estate Specialist provides professional support to internal and external customers for day-to-day operations and real estate projects to meet the Authority's business, contract, and revenue goals. The Commercial Real Estate Specialist is responsible for managing tenant relationships, and lease contract administration and compliance.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Maintains lease abstracts, agreements, LOAs, amendments, and other critical documents to ensure information is accurately represented.
- Assists with the management of real estate assets.
- Assists with the revision or amendment of contracts and agreements and prepares for executive signature.
- Works with internal, external departments and legal counsel to ensure compliance with federal, state, and local rules and regulations and Authority policies and procedures.
- Assists with managing aeronautical and non-aeronautical operating agreements, leases, and other related service agreements for financial, operational, and regulatory compliance.
- Monitors ongoing performance of budgets.
- Processes and tracks invoices related to commercial real estate projects when received.
- Processes and tracks ad valorem tax and City of Tampa storm water invoices.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in business and/or real estate or commercial property management.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree's in Business Administration or a related field.
- **T**hree (3) years of experience in business and/or real estate or commercial property management.
- Real estate licensure.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of real estate and commercial property management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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COMMUNICATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director or Senior Manager of Communications, the Communications Manager enhances the Hillsborough County Aviation Authority's (HCAA) brand and communication strategies across various platforms. This position is responsible for crafting and editing compelling written, video, and digital content, including press releases and social media initiatives, to ensure clear and impactful messaging. Acting as a spokesperson for HCAA, the manager fosters strong relationships with external stakeholders, media, industry groups, and community organizations while collaborating with internal departments to support various initiatives. Additionally, the role is critical in managing emergency communications and ensuring timely responses during critical situations. A strong focus on customer experience and innovative strategies is essential for success in this dynamic and fast-paced environment.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Researches, develops, pitches, and writes engaging story ideas for internal and external audiences.
- Drafts and edits communications for the Chief Executive Officer (CEO) and executive staff, ensuring clarity and consistency.
- Manages and produces content for platforms to support internal communications.
- Produces and distributes content for newsletters and community/industry publications to enhance stakeholder engagement.
- Represents the Authority in public speaking engagements and presentations.
- Manages front-page communications to provide timely and relevant information for employees.
- Drafts and publishes monthly recaps of HCAA Board meeting to improve organizational transparency.
- Collaborates with Human Resources and other departments to address communication needs and strategic planning.
- Conducts media outreach and responds promptly to media inquiries to maintain positive relationships.
- Proactively seek placements for stories in national, local, and industry publications.

- Monitors news coverage of the Authority and the aviation industry, identifying trends to promote airport initiatives and share relevant news with stakeholders.
- Updates the online newsroom and maintain a video/image library for internal and external communications.
- Leads the HCAA's social media program, including campaign planning, content creation, and performance analysis.
- Supports the execution of other special projects, events, media engagements, and presentations as assigned.
- Regular on-call duties in support of responsive communications and stakeholder engagement; emergency/breaking news response, including representing the Communications department in-person and virtually for Emergency Operations Center meetings and briefings; execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES (see track changes)

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Journalism, Mass Communications, English, or related field.
- Four (4) years of experience in broadcast journalism, media relations or public relations.
- Or equivalent combination of education, training, and experience.
- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Proficiency in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of communications best practices within public government and the aviation sector.
- Knowledge of media operations and the needs of various media outlets.
- Skill in excellent organizational and time management, with a proven ability to meet deadlines.
- Skill in prioritizing assignments and effectively managing multiple tasks simultaneously.
- Ability to communicate complex technical information clearly and understandably.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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COMMUITY RELATIONS COMPLIANCE SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Community Relations, the Community Relations Compliance Specialist is responsible for implementing aspects of the Authority's Disadvantaged Business Enterprise (DBE), Woman Minority Business Enterprise (WMBE), and Title VI programs and ensuring that the Authority complies with provisions of U.S. Department of Transportation 49 C.F.R. Part 26 and other laws. The position provides technical assistance to the Procurement Department and other internal staff on DBE and WMBE requirements.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Participates in the contract solicitation processes, including recommending specific contract goals where appropriate, reviews contract specifications, attends pre-proposal and pre-bid conferences and evaluates proposals and bids for proposer/bidder responsiveness, responsibility, and good faith efforts.
- Monitors and tracks specific contract performance and actual DBE and WMBE participation and contract payments.
- Maintains appropriate records including DBE/WMBE compliance activity reports and project payment reports
- Analyzes compliance data and generates reports of DBE/WMBE compliance achievement.
- Implements, monitors, and ensures the Authority's compliance with Title VI Programs and Limited English Proficiency policies and regulations.
- Participates in various community outreach events as needed.
- Enters data from various source documents into database management systems for storage, processing, data management, and reporting purposes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Business Administration, Public Administration, Business Management or related field.
- Two (2) years experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management or construction compliance monitoring.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of regulations governing Disadvantaged Business Enterprises (DBE), Woman Minority Business Enterprises (WMBE), and Title VI programs, including U.S. Department of Transportation 49 C.F.R. Part 26.
- Knowledge of methods and techniques for effective data collection, analysis, and entry, ensuring accurate compliance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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COMMUNITY RELATIONS CERTIFICATION SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Community Relations, the Community Relations Certification Specialist is responsible for administrative duties related to office and records management, specifically focusing on the establishment and maintenance of a certification management system for Disadvantaged Business Enterprises (DBE) and Airport Concession Business Enterprises (ACDBE). This role involves evaluating certification applications, providing guidance to potential applicants, and ensuring compliance with federal regulations.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates certification applications for completeness, request additional information, communicate with applicants, and maintain the certification management system as it relates to certification applications, approvals, denials, and other relevant information.
- Provides consultation and guidance to potential applicants on the DBE/ACDBE certification process, eligibility criteria, required documentation, and best practices for successful certification.
- Communicates with applicants inquiring about the process and status of applications via telephone, email, certification management system, and/or in person.
- Evaluates new, renewal, and expansion certification applications submitted by businesses seeking DBE/ACDBE certification to determine eligibility in accordance with 49 Code of Federal Regulations (CFR) Part 26.
- Conducts onsite visits or interviews as required by 49 CFR Parts 26 and 23.
- Prepares letters for the approval or denial of applicants.
- Prepares documents and composes correspondences for DBE/ACDBE certification approvals, denials, and decertification.
- Participates in informational sessions, workshops, or one-on-one meetings to educate prospective applicants on the benefits of DBE and ACDBE certification and the steps involved in the application process.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration, Business Management, or related field.
- Two (2) years experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management or construction compliance monitoring.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES.

- Knowledge of regulations governing Disadvantaged Business Enterprises (DBE) and Airport Concession Business Enterprises (ACDBE), including relevant federal guidelines such as 49 C.F.R. Part 26.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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CONCESSIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Concessions, the Concessions Compliance Manager will support the Concessions program and related assignments. The Concessions Compliance Manager is responsible for assisting in creating and enforcing contractual requirements, assessing Concessionaires' and Service Providers' compliance as specified in Lease and Concessions contracts and the Concessions Handbook, policies and procedures as defined by the Tenant Work Permit process, and Authority policies, standard procedures, and operating directives. The Concessions Compliance Manager ensures all related concession operations are well staffed, clean, and safe at all times and that Concessionaires are in compliance with their agreements.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and monitors the day-to-day concessions program operation, including the online ordering program, and is the Concessionaires first point of contact.
- Assists in managing the agreements for concessions, the Concessions Receiving and Distribution Center Management, and vending, with a particular focus on compliance and standards.
- Offers support in preparing the annual fiscal year operating budget.
- Makes recommendations for operational improvements and efficiencies.
- Works with the Concessionaires, leaders, outside agencies, other Airport tenants, and internal teams for inspections of all concession locations and support facilities; inspects for cleanliness, safety hazards, preventative maintenance.
- Creates, produces, obtains, and maintains compliance reports.
- Recommends enhancements to Performance Audits, Security and Operational violations and hours of operations.
- Collaborates with other Authority departments, to maintain excellent relationships throughout the Authority.
- Assists with customer service inquiries and/or complaints related to airport concessions.
- Assists with refund requests for the online ordering program to ensure requests are resolved.
- Resolves internal requests, questions, and complaints, frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.

- Provides support for the administration of the Concessions Recognition Program.
- Maintains, updates, and distributes department resources such as Concessionaire Handbooks, contact lists, menus, and performance plans.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Business Administration, Finance, Hospitality or related field.
- Five (5) years of experience in food and beverage, retail, and/or hospitality.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with airport concession and/or customer service.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of food and beverage and/or retail operations and compliance as well as federal, state, and local rules and regulations affecting such operations and business principles and practices as they relate to the management of revenue-generating agreements.

- Knowledge of various Compliance Reports, Performance Audits and Security Operations.
- Skill in conducting performance audits and analyses of operational programs and procedures.
- Ability to problem solve, be accountable, and decisive while executing operationally sound plans.
- Ability to remain visible, enthusiastic, and maintain a high energy level.
- Ability to focus on details, set priorities, meet deadlines, multi-task while upholding high operational standards.
- Ability to work independently to analyze, interpret, accurately summarize, and resolve complex compliance issues.
- Ability to use a computer and related software, including Microsoft Word, Excel, and PowerPoint.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hour per day
- Occasional sitting
- Typing up to 6 hours per day

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CONTRACTS MANAGER

GENERAL DESCRIPTION

Under the general direction of a Senior Manager, the Contracts Manager oversees maintenance contracts for all locations, all of which play a crucial role in the operations of the Authority. This role manages, coordinates, and monitors assigned contracts while establishing administrative procedures and guidelines for effective outcomes. The Maintenance Contracts Manager prepares contract work scope drafts, bid schedules, pay applications, and other related documents, while also creating and coordinating work schedules to ensure timely completion.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates and monitors assigned contracts to ensure compliance and effective management.
- Prepares contract work scope drafts, bid schedules, pay applications, and related documentation for review.
- Creates and coordinates work schedules to ensure timely completion of contract deliverables.
- Monitor contract budgets, track the status of allocated funds, and control expenses effectively.
- Analyzes risks and assesses the future impact of decisions related to contract management.
- Collects, organizes, and analyzes data to develop logical conclusions for contract performance.
- Develops tracking systems to monitor work progress and ensure accountability.
- Conducts regular reviews of contract performance to identify areas for improvement.
- Ensures compliance with all relevant regulations and standards in contract management.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.

- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Industrial Management, or related field.
- Three (3) years experience in maintenance contract management, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of contract management principles, practices, and objectives.
- Knowledge of relevant regulations and standards applicable to contract management.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Ability to review and analyze contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing, walking & sitting.
- Frequent lifting up to 50 Ibs or more.
- Constant bending, pushing & climbing.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.

- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CONTROLLER

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Controller is responsible for managing the general ledger and accounting methodologies that facilitate the preparation of monthly, quarterly, and annual financial packages. This role oversees the completion of the Authority's financial package preparation and directs the monthly, quarterly, and year-end closing activities of accounts payable. Additionally, this position leads and supervises the accounting function for the Authority, including accounts payable, general ledger management, and audit management, while ensuring the integrity of financial controls and compliance with established procedures.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the monthly, quarterly, and year-end closing activities of accounts payable to ensure timely and accurate financial reporting.
- Oversees the financial system general ledger, evaluating its effectiveness and recommending enhancements to senior management.
- Play a critical leadership role in testing and implementing upgrades to the financial management system, providing necessary training to staff.
- Ensures the integrity of financial controls over the Authority's books and records, ensuring compliance with established procedures.
- Manages the external financial audit process, serving as the primary contact for the audit team and ensuring smooth communication.
- Ensures accurate and timely flow of information to auditors, coordinating data requests and responding to inquiries effectively.
- Prepares assigned schedules and notes for financial statements, ensuring all information is accurate and complete.
- Manages and reviews the Authority's bank reconciliations prepared by staff to ensure accuracy and timeliness.
- Prepares and presents financial reports and analyses to senior management, offering insights and recommendations for decision-making.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance or related field
- Six (6) years experience in accounting, finance or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Accountant.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.

- Knowledge of professional and departmental standards for conducting comprehensive auditing programs, ensuring adherence to best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Ability to analyze transactions and financial reports, making appropriate corrections to entries as necessary to maintain accuracy.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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CREDENTIALING & ACCESS CONTROL COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Credentialing & Access Control Compliance Manager oversees national compliance requirements for the Transportation Security Administration (TSA), 49 CFR 1542, and the Authority's Security Program. This role focuses on aviation worker credentialing, security training, and access control. The Credentialing & Access Control Compliance Manager leads the Badging Office Credentials Specialists, ensuring accurate adjudication of ID Media applicants' Criminal History Records Information (CHRI) and maintaining the highest standards of customer service and regulatory compliance.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers airport-issued security credentials and ID media for Authority.
- Monitors, updates, tracks, and coordinates access control requirements for all airport stakeholders.
- Conducts audits of tenants' security procedures, background checks, and credential status.
- Issues Security Violations for regulatory compliance; attends hearings for ID Media suspension or revocation.
- Drives continuous improvement in key stakeholder relationships.
- Ensures compliance standards for security-related recurrent training.
- Acts as the "on-call" Airport Security Coordinator, available to TSA 24/7.
- Oversees security training programs, including computer-based training for aviation workers.
- Oversees budget documents and monitors allocated funds for the Credentials office.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Five (5) years experience in Airport Operations, Airport Security, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Airport Security Coordinator Designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.

- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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CYBER SECURITY ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Information Security Office, the Cyber Security Engineer provides support to management in areas of technical expertise with respect to industry standards and frameworks for IT systems, OT systems, and cloud technologies. This position is a part of a centralized team of systems administrators, systems engineers, application developers, and security analysts that create a standard set of requirements, technical designs, and recommended configurations necessary to design, implement and deploy security capabilities in partnership with a variety of internal and external partners. The Cyber Security Engineer works alongside the Information System Security Manager to maintain the accreditation on Applications, Enclaves, and Platform Information Systems.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans and designs security solutions and capabilities that enable the organization to identify, detect, protect, respond, and recover from cyber threats and vulnerabilities.
- Defines and develops security requirements using risk assessments, threat modeling, testing, and analysis of existing systems.
- Designs action plans for policy creation and governance, system hardening, monitoring, incident response, disaster recovery, and emerging cybersecurity threats.
- Utilizes a variety of security information and event management (SEIM), data loss prevention (DLP), intrusion prevention systems (IPS), and other tools in designs.
- Assists with technical direction in designing and implementing security solutions for corporate technical infrastructure and business applications.
- Leads technical engineering services to support and update existing security systems and works to automate processes related to security implementations, monitoring, and enforcement.
- Evaluates and implements security devices such as firewalls, Intrusion Detection System (IDS), IPS, threat correlation tools, vulnerability scanning tools, encryption capabilities, endpoint controls, and cloud technologies, develops test plan and implements rigorous testing prior to the rollout of new systems into the production environment.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of experience in cyber security with various forms of virtualization technology.
- Industry certification from (ISC)2, ISACA, SANS, etc.)**.**
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of UNIX/Linux and Microsoft Server environments (2016, 2019, 2022) as well as Windows 10/11, ensuring proficiency in system administration and security configurations.
- Knowledge of WANs, LANs, the Internet, and Intranets, along with a strong understanding of network protocols and services such as Telnet and FTP.
- Knowledge of Virtual Private Networks (VPNs), Multi-Factor Authentication (MFA), Web Application Firewalls (WAF), and enterprise security management tools.

- Knowledge of internet filtering solutions and Mobile Device Management (MDM) systems to protect organizational data on mobile devices.
- Knowledge of security best practices and methodologies to implement robust security measures within an enterprise environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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DEVELOPMENT COMMITTEE ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Director of Capital Programs, the Development Committee administrator is responsible for coordinating, managing, and reporting on all aspects of the Development Committee activities for the Authority. Provides in depth financial analysis and prepares fiscal year budget and Development Committees summaries and facilitates presentations for the Authority and airlines.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Generates and manages the Bi-weekly Development Committee agenda for all active, pending, closed, and new FY capital development projects. This encompasses planned major growth capital improvements and ongoing maintenance projects necessary to meet the Authority's projected needs.
- Coordinates follow-up with Project Directors to revise and resubmit new fiscal year PMP documents based on Development Committee feedback, ensuring effective preparation and prioritization of capital projects.
- Manages the schedule for new fiscal year presentations and discussions on special interest items, coordinating with Project Directors and Department Directors to ensure effective management of capital projects and alignment with the Authority's goals during Development Committee meetings.
- Coordinates and prepares final documentation for each fiscal year's Project Management Plan submittal, including scope, budget, construction cost worksheets, project schedule, team details, potential impacts, cost-benefit analysis, expectations checklist, and delivery approach.
- Manages and maintains electronic files for all Development Committee-approved Capital Development Project Management Plan documents, including new fiscal year projects, revisions, updates, and financial closeouts, ensuring accessible retrieval for Project Directors and internal departments.
- Prepares the recommended annual FY capital budget and Capital Improvement Plan Book for presentation to the airlines and the Authority Board for approval and inclusion in the annual Budget.
- Updates Master Project Management Plan documentation forms annually.
- Schedules and leads individual and departmental training meetings.
- Monitors the reporting of Capital Improvement Plan closeout packages completed by internal teams and third-party service providers, ensuring their completeness and accuracy.

- Updates internal departmental processes.
- Annually updates the Project Development Program Manual, outlining the procedures and guidelines for planning, budgeting, implementing, and managing capital projects at the Authority's four airports, in collaboration with Planning and Development and Construction and Procurement to promote innovation and process improvement.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business/Public Administration or related field.
- Four (4) years of experience in finance/accounting working with capital projects, project management, and data analytics.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of management.

- Knowledge of the functions, services, activities, requirements and objectives of the specific program/functional area to which assigned.
- Knowledge of federal, state, and local regulations pertaining to the assigned area.
- Skills in applying existing guidelines and in creating new approaches to develop and modify work plans, methods, and procedures for the work unit or function.
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, management, and local stakeholder groups to accomplish departmental and Authority's mission.
- Ability to identify relationships that explain facts, data, or other information, and make correct inferences or draw accurate conclusions.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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DIRECTOR OF AIR SERVICE DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Director of Air Service Development is responsible for directing strategic and tactical plans aimed at increasing flight operations to existing domestic and international markets while attracting new airlines and destinations. This role provides essential leadership by leveraging real-time business analytics and consumer data to inform both short-term and long-term strategies that enhance the airport's overall business objectives. The Director collaborates with various stakeholders to develop initiatives that drive growth and improve passenger services, ensuring that the airport remains competitive in the aviation industry. Additionally, this position plays a critical role in evaluating market trends and operational needs to align air service development efforts with the airport's strategic vision.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the implementation and execution of strategies to attract airlines to the market and increase domestic and international flight operations.
- Manages the overall relationship between the Authority and airline commercial planning organizations.
- Serves as internal consultant supporting ongoing analysis related to commercial aviation topics.
- Provides strategic recommendations to Authority senior leadership.
- Responsible for regular reporting on traffic trends, both globally and domestically, to inform stakeholders (including the Authority's board) of current market performance.
- Develops and presents business case presentations to airline executives to promote air service opportunities.
- Plans and tracks all Air Service Development virtual and in-person meetings to ensure effective engagement with airline partners.
- Represents the Authority at airline and industry meetings, trade shows, and conferences related to air service development. Speaking roles may be required at industry events.
- Regularly engages with and provides analysis to key community partners including Destination Marketing Organizations, Economic Development Councils and Chambers of Commerce.
- Leads the implementation of Authority's Air Service Incentive Program (ASIP) to encourage airline participation, route expansion and entry of new airlines at TPA.

- Oversees the preparation of budget requests and business plans, managing the approved departmental budget effectively.
- Develops and maintains data sources to provide insightful analysis for both internal and external stakeholders.
- Develops and manages Customer Relationship Management (CRM) systems to enhance engagement and communication with airline partners and stakeholders.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelors Degree in Business Administration, Economics, Marketing, Aviation Management, or related field.
- Eight (8) years experience in air service development or airline network planning or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Masters Degree in Business Administration.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of data tracking and analysis methods, with proficiency in word processing, spreadsheet, database, and presentation software.
- Knowledge of demographic, psychographic, and travel propensity data analysis,
- Knowledge of Customer Relationship Management (CRM) applications.
- Comprehensive knowledge of key airline network planning concepts, methodologies and strategies
- Knowledge of domestic and international airline passenger and air cargo operations, including network decision-making processes.
- Knowledge of airport business operations fundamentals and related federal regulations governing airport functions.
- Ability to function at a high level while engaging with airline executives and community organizations (including CEO and Board level).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending & stooping
- Occasional climbing
- Constant typing
- Occasional use of car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIRPORT CONCESSIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Director of Airport Concessions is responsible for managing and overseeing the Authority's Concessions Program, which includes food and beverage, retail, advertising, passenger services, and vending across all airport terminals and properties. This position develops strategic plans to enhance the concessions program, generates budgets, forecasts, and preform, and evaluates all airport concession agreements to drive non-aviation revenues while prioritizing the Authority's ACDBE program goals. This role will monitor the financial performance and customer service standards of concession vendors, ensuring compliance with Authority guidelines, while also leading a team dedicated to delivering high-quality passenger experiences and maximizing airport revenue.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Airport's Concessions program, managing all aspects including food and beverage, retail, advertising, sponsorships, vending, and passenger services to maximize revenue generation.
- Develops and manages the annual budget, forecasts, space planning, and design, as well as financial management analysis, merchandising, and product promotions.
- Identifies and promotes the optimal use of airport properties and spaces to enhance revenue potential and improve passenger experience.
- Directs the negotiation and oversight of all airport concession agreements in coordination with the Procurement and Legal departments to ensure compliance and effectiveness.
- Prepares and presents comprehensive reports on concessions performance, including insights and analysis of sales and revenue trends to various audiences.
- Supports long-term strategic plans for airport terminal facilities concessions.
- Conducts studies to evaluate new opportunities and assess the financial viability of capital projects supporting concession programs.
- Monitors customer service performance within the concessions program, conducting regular store walk-throughs to ensure compliance with signage, appearance, and cleanliness standards.
- Approves advertising copy, operational hours, and tenant improvements while ensuring contract compliance and overseeing necessary security inspections.

- Works closely with internal stakeholders on key projects, including the Master Plan, construction initiatives, and contract audits to align efforts and resources.
- Administers the third-party logistics management contract to optimize operations for concessionaires and the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business or Restaurant Management related field.

- Eight (8) years experience in planning, developing, and implementing concessions programs including negotiating and administering revenue generating contracts.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Business or Restaurant Management or another related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of concessions management, including food and beverage operations, retail, advertising, passenger services, and vending regulations.
- Skill in financial management, including budgeting, forecasting, and analysis, to support revenue generation and strategic planning for the concessions program.
- Knowledge of best practices in customer service and operational efficiency within the concessions sector to ensure high-quality passenger experiences.
- Skill in conducting pro-forma and feasibility studies to assess the financial viability of new opportunities and capital projects within the concessions program.
- Ability to monitor and evaluate customer service performance, conducting regular inspections to ensure compliance with appearance and cleanliness standards.
- Ability to collaborate effectively with internal stakeholders on key projects, ensuring alignment of efforts and resources towards common goals.
- Skill in leading and managing a team, providing training, coaching, and mentoring to ensure high levels of service and compliance within the concessions area.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIRPORT OPERATIONS AND EMERGENCY MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Airport Operations and Emergency Management is responsible for overseeing airfield operations, the Authority's Wildlife Program, and emergency management. This role involves directing airside operations' day-to-day safety, security, and efficiency while establishing strategic direction for preparing, mitigating, responding to, and recovering from incidents or emergencies. The Director collaborates with various stakeholders, including federal and state agencies, to ensure compliance with regulations and enhance the overall operational effectiveness of the airport. Additionally, this position involves leadership responsibilities, including staff development, and fostering a culture of safety and collaboration within the organization.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures compliance with all applicable federal and state regulations while enforcing the Authority's operational policies, procedures, rules, regulations, and operating directives.
- Monitors airport operations to deliver safe and efficient services to all airport users.
- Serves as a key member of the Airport's incident management team during emergency responses, providing leadership and making critical decisions to resolve public unrest and manage equipment mobilization.
- Develops and implements changes and enhancements to operational procedures to continuously improve airport operations.
- Recommends improvements or expansions to policies, procedures, and facilities that enhance safety, resilience, and the customer service experience for passengers and airlines.
- Manages the budgets and resources effectively to support airport operations and emergency management initiatives.
- Acts as a liaison and principal representative of the Authority to the FAA, TSA, State of Florida, FDLE, Hillsborough County, and City of Tampa officials, facilitating communication and collaboration.
- Oversees all roles in the Emergency Operations Center (EOC) before, during, and after events, facilitating timely and comprehensive situation updates and damage assessments during emergencies.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management or related field.
- Eight (8) years experience in managing operations at a large or medium hub airport.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Public or Business Administration, Airport Management or related field.
- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability.
- Part 139 regulatory experience.
- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM).
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

DIRECTOR OF AIRPORT PROPERTIES AND AIRLINE AFFAIRS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Director of Airport Properties and Airline Affairs represents the Authority as the facility owner and is responsible for the strategic planning, business management, and lease negotiations for the aviation properties portfolio at the Airport, including the Main Terminal, Airsides, and airfield out buildings throughout the Airport Properties. This role provides technical expertise in contract negotiation and drafting and will provide advice regarding all business and contract-related compliance activities affecting the Airport Properties. This position serves as the primary liaison between the Authority and its Airport Properties.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary liaison between the Authority, airlines, and Airport Properties tenants to facilitate effective communication and collaboration.
- Facilitates discussions among the Authority, airlines, and support companies to establish performance standards that enhance operational efficiency and passenger growth.
- Engages with aviation and non-aviation customers to address their contractual and facility needs, ensuring satisfaction and compliance.
- Collaborates with the Air Service Development department to attract new air service opportunities to the Authority.
- Leads discussions on facility and operational enhancements, supported by thorough financial analysis to ensure viability.
- Manages and oversees the support processes for airlines, addressing operational issues and enhancing airport operations.
- Negotiates resolutions to disputes between airport staff and tenants regarding the use and development of airport properties.
- Oversees capital requests from the Airline Fuel Committee and ensures compliance with business regulations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, or related field.
- Eight (8) years experience in a business environment, including project management, contract development, contract administration, or related field.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.

PREFERRED QUALIFICATIONS

- Law Degree (J.D.), or Master's Degree in Business Administration or related field.
- Five (5) years experience in airport properties or airline affairs management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the airline business, including major domestic and international air carriers, networks, global alliances and codeshares, and common passenger aircraft.
- Knowledge of the administration and management of contracting documents and compliance with policies and procedures.
- Knowledge of business negotiations, contract law, and project management principles.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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DIRECTOR OF CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Capital Programs, the Director of Capital Programs is responsible for the coordination of the Authority's Capital Improvement Program (CIP), state and federal grant funding, grant billing, project payments, capital assets, and project performance reporting. This includes development of short and long-range capital improvements, project cost tracking and forecasting, records management, performance measures, and process improvements. Directs and coordinates the development of the annual Capital Improvement Program forecast (20-year Plan). Ensures that a high degree of coordination occurs between departments so that the project management plan's scope of work, budgets, and schedules are carefully planned to achieve successful project implementation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the Authority's Strategic Business Plan is regularly updated to reflect current goals and objectives.
- Collaborates closely with the Government Affairs liaison to identify and develop plans for securing third-party funding sources.
- Cultivates and maintains strong relationships with the FAA and the State District 7 office to support funding and project success.
- Manages the Development Committee process, facilitating input from all departments to effectively plan and track capital projects.
- Chairs bi-weekly Development Committee meetings to oversee project discussions and decision-making.
- Directs the development and timely updates of Project Management Plans to ensure project milestones are met.
- Maintains and updates the Capital Improvement Program master schedule to provide accurate project scheduling and cash flow projections.
- Provides project cost data to Project Directors to ensure adherence to budget constraints across all projects.
- Ensures timely billing for all grants and Passenger Facility Charges (PFCs) while establishing processes for prompt payment of consultant invoices and contractor pay applications.
- Oversees the reporting of Goals & Objectives and project performance measures to track the effectiveness of capital projects.

- Manages external resources, including consultants and program management staffing, to optimize project delivery.
- Compiles and manages PFC applications, ensuring familiarity with eligibility requirements, application timelines, and compliance with the PFC Handbook.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Finance, Accounting, or related field.

- Eight (8) years experience in Finance or Accounting.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Finance, Accounting or related field
- Certified Public Accountant (CPA) license.
- Previous airport experience, including capital programs.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the AIP Handbook, project eligibility criteria, and application timelines to effectively manage grant funding processes.
- Skill in business and financial acumen to analyze project costs, budgets, and financial forecasts for successful capital project management.
- Skill in promoting change and innovation by embracing diverse perspectives and thinking styles across all levels of staff.
- Ability to balance and prioritize competing priorities effectively, ensuring critical tasks are completed on time.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Typing up to 6 hours per day

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMERCIAL PARKING AND GROUND TRANSPORTATION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Director of Commercial Parking and Ground Transportation is responsible for directing the revenue and operations of the Authority's public and employee parking facilities, rental cars, and ground transportation services. This position involves overseeing all aspects of these operations, including budget development, revenue forecasting, and contract management, while also identifying opportunities for revenue enhancement and operational efficiency. This role will lead a team focused on delivering exceptional customer service and ensuring compliance with contractual obligations, ultimately making airport parking the preferred choice for travelers. Additionally, the Director will collaborate with various stakeholders to create and implement strategic initiatives and enhance the overall passenger experience.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs and oversees the management of the Airport's public and employee parking, rental car, and ground transportation operations, including all associated revenues, capacity management, contracts, programs, and products.
- Researches and develops recommendations to retain or generate additional revenue while providing operational efficiencies across all areas of responsibility.
- Establishes revenue forecasts and budgets for the department, ensuring alignment with annual targets for parking, rental car, and ground transportation services.
- Prepares and presents analysis and reports on performance for parking, rental cars, and ground transportation, delivering insights, variance and trend analysis to executive leadership.
- Leads the development, implementation, and management of the parking contractor agreement, focusing on budget setting, customer service improvement, and operational efficiency.
- Leads the development, implementation, and management of the Online Booking System.
- Collaborates with other departments and the parking contractor to ensure compliance with revenue control, airport policies and procedures, and audit processes.
- Utilizes the Online Booking System in partnership with the Commercial Parking System Manager to influence occupancy rates, optimize revenue, and improve customer service.

- Leverages parking-related software and technology to engage passengers, enhance perceived value, and retain parking users.
- Collaborates with other departments to design, implement and review marketing and communication initiatives to ensure alignment on desired objectives
- Collaborates where necessary with other departments and external stakeholders to Identify, create and implement both short- and long-term strategic plans for airport parking, rental cars, and ground transportation.
- Directs, negotiates and manages the procurement and administration of airport parking, rental car, and ground transportation agreements, ensuring compliance and operational excellence.
- Directs, negotiates and manages the procurement for parking equipment and parking systems and acts as the subject matter expert in this area
- Works closely with internal stakeholders on capital improvement projects, including Master Plan initiatives
- Team lead during the planning, implementation, and monitoring of selected construction and maintenance projects to minimize customer service and operational impacts.
- Leads and mentors a team, ensuring high levels of passenger service and contractual compliance in all aspects of parking facility operations, rental cars, and ground transportation services.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Economics, Finance, Aviation, Logistics or related field.
- Eight (8) years experience financial/ operations management.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Economics, Finance, Aviation, Logistics, or related field.
- CAPP - Certified Administrator of Public Parking.
- Certified Parking Professional (CPP) from the National Parking Association.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the parking, rental car, and ground transportation business environment, including social, economic, political, and technical trends that impact parking revenue and operations.
- Skill in presenting comprehensive reports that define project progress, address issues, and propose effective solutions to various stakeholders.
- Ability to develop and produce strategic plans that align with the Authority's objectives and enhance the overall effectiveness of parking and ground transportation services.
- Ability to create, manage, forecast, and analyze budgets and profit and loss statements (P&Ls) to ensure financial targets are met.
- Ability to direct and manage multiple resources and projects simultaneously, ensuring successful outcomes and operational efficiency.
- Ability to build coalitions and foster strong relationships among various stakeholders, including internal departments and external partners.
- Ability to demonstrate considerable initiative, think independently, and exercise sound judgment in decision-making processes.
- Skill in leveraging technology and software, such as the Online Booking System and Parking Revenue Control System, to optimize operations and enhance customer service.
- Ability to lead, coach, and mentor team members, ensuring high levels of passenger service and adherence to contractual obligations in all aspects of operations.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMERCIAL REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Director of Commercial Real Estate is responsible for the management and development of Real Estate for the Authority. The Director of Commercial Real Estate implements the Authority's real estate development strategy, provides advice regarding all real estate activities within the airport system, conducts negotiations, and monitors other potential areas that might present risk for each transaction and/or venture. This role develops, implements and manages a robust real estate program in alignment with current market opportunities, the Authority's Master Plans, and will strive to creatively maximize the use of available Authority land at Tampa International and General Aviation Airports. This role also provides the technical expertise in compliance with FAA, State of Florida, County and City standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for the overall success of the Commercial Real Estate Development Department for the Authority, including aeronautical, commercial, and industrial projects, and represents the organization, both internally and externally, by supporting the strategic direction and priorities, objectives, vision, mission and values of the Authority.
- Directs and conducts solicitations, negotiations and preparation of favorable lease agreements and contracts. Assists in the strategy, development and preparation for the conduct of negotiations as well as assisting in formulating policies which are applicable to this role.
- Identifies and builds strategic networks, community relationships and partnerships that could fit the Authority's real estate development strategy.
- Independently develop and analyze highly detailed pro formas, internal rate of return analyses, what if scenarios, and other financial analysis tools for identifying and evaluating development opportunities
- Prepare term sheets, structure and negotiate leases, ground leases, public-private partnerships, or other development agreements
- Ensure end-to-end project delivery including budgeting, procurement, contractor/vendor oversight, schedule adherence and project close out.
- Represents the Commercial Real Estate units interests at the Authority's Capital Development Committee Meetings

- Provides direction and mitigation strategies regarding real estate ventures and negotiations, while ensuring legal compliance with Federal, State, and local regulations.
- Manages the real estate budget by facilitating realistic forecasting, maintaining effective budgetary controls, constructing contingency plans to stay within budgetary constraints, reducing expenses and/or developing revenue generating opportunities.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with Authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable in-person attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

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

- Eight (8) years experience in real estate development.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Licensed Real Estate Agent to be obtained within one (1) year of hire.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one (1) year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Public or Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations related to the development and leasing of airport property.
- Knowledge of commercial real estate and leasing contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMUNICATIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing, Communications and Strategy, the Director of Communications is responsible for overseeing the creation and execution of all communication materials for the Authority. This role involves acting as the primary spokesperson, managing media relations, and defending the organization against misinformation. The Director of Communications develops comprehensive communication strategies, anticipates messaging needs, and supervises the writing of press releases, communications plans, and other essential content. Additionally, the position plays a critical role in emergency and breaking news responses, ensuring timely and accurate information dissemination. By fostering strong relationships with internal and external stakeholders, the Director supports the overarching objectives of the Authority while monitoring industry trends and media coverage.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary spokesperson and media contact for the Authority, responding to media requests in a timely manner.
- Vets and schedules all media interview requests with the CEO and members of the Executive Team.
- Proactively seeks placement of stories about Tampa International Airport and the Authority in national, local, and industry publications while defending the organization against misinformation or inaccurate reporting.
- Edits and approves all written materials distributed by the department to ensure clarity and consistency, including press releases, online news stories and newsletter content.
- Anticipates internal and external messaging needs; research, write, and edit executive and stakeholder communications.
- Monitors social media and news coverage of the Authority and the industry, identifying trends and opportunities to promote airport initiatives or preemptively respond to issues.
- Drafts and ensures the execution of weekly and monthly communications plans aligned with the Authority's objectives.
- Maintains an updated Crisis Communications Plan and Department Policies and Procedures.
- Conducts public and internal presentations representing the Authority or department effectively.

- Serves as the Communications liaison for other Authority departments to foster collaboration and alignment.
- Develops communication strategies and plans for Authority-wide announcements to ensure consistent messaging across multiple platforms.
- Drafts and directs the annual Employee Town Hall run of show and content and other internal speaking events for the CEO and Executive Team.
- Manages all public records requests from members of the media, ensuring compliance with regulations and timely responses.
- Regular on-call duties in support of responsive communications and stakeholder engagement; emergency/breaking news response, including representing the Communications department in-person and virtually for Emergency Operations Center meetings and briefings; execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Journalism, Mass Communications, English, or another related field.
- Eight (8) years experience in broadcast journalism, media relations or public relations.
- Four (4) years supervisory experience.
- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Journalism, Mass Communications, English, or related field.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of communications best practices within public government and the aviation sector.
- Skill in strong interpersonal communication and technical support.
- Skill in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Skill in excellent organizational and time management, with a proven ability to meet deadlines.
- Ability to work proactively and independently, demonstrating initiative in all tasks.
- Ability to quickly learn and adapt to new communications and media platforms.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF GOVERNMENT AND COMMUNITY RELATIONS

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer, the Director of Government and Community Relations coordinates the Authority's inter-governmental relations at federal, state, and local levels, advocating for legislation that may affect the Authority. This role includes developing the legislative agenda at the state and federal level while monitoring local government and engaging with elected officials and staff at all three levels of government. the role also includes managing the Business Diversity team, overseeing minority contractor certifications, compliance with Title VI regulations, and ensuring that public-facing operations meet ADA standards, Additionally, the Director develops and implements legislative and funding initiatives and community engagement strategies and keeps staff informed about new laws relevant to the Authority.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains relationships with federal, state, and local elected officials and agency representatives associated with the operation and development of commercial international and general aviation facilities and surrounding transportation and economic development.
- Prepares and presents updates to the Authority Board and team as to the status of all legislative activities that are under review that could impact the Aviation Authority.
- Attends and engages in public meetings of elected bodies and federal, state and local agencies that may impact operation and/or development of the Authority's airport system.
- Coordinates the Authority's federal, state and local inter-governmental relations activities by assembling information, engaging in legislative and regulatory proposals, and preparing recommendations for review of the Chief Executive Officer.
- Coordinates and conducts meetings with public leaders and agencies in promoting federal state, and local funding and legislative initiatives.
- Develops and maintains contact with industry trade associations that benefit the aviation and transportation community.
- Researches and proposes legislation that may impact the Authority and develop strategies for approval of legislation supported by the Authority.
- Drafts and disseminates legislative summaries and conduct briefings to relevant staff members.
- Represents the Chief Executive Officer and serves as liaison with federal, state, and local professional associations

- Serves as the DBE Liaison Officer for the Authority as well as ADA Coordinator and Title VI Administrator.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Political Science, Communications or related field.
- Eight (8) years experience in the public sector or areas related to the legislative process.
- Four (4) years supervisory experience.

- Leadership experience in government or community relations.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

Master's Degree in Political Science, Communications or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local legislative processes, including relevant laws and regulations that impact aviation operations.
- Knowledge of Disadvantaged Business Enterprise (DBE), Airport Concession Business Enterprise (ACDBE), and Title VI programs, ensuring compliance with applicable regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF CONSTRUCTION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Construction represents the Authority in the administrative and operational details of ongoing construction activities which has a program cost in excess of $5 Billion over the next 5 years. The Director of Construction ensures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position oversees the communication between Authority Staff, contractors, designers, inspectors and the Authority's Consulting Engineer on all construction projects; provides oversight of the schedules of construction for all projects and assures that construction phasing, conflicts between contractors and contract compliance issues are addressed while motivating a diverse team of professionals which grows during peak construction periods.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Monitors the contractor's implementation and maintenance of a Safety Program.
- Reviews all proposed changes to the Construction Contracts and assure proper application and interpretation of the Contract Documents.
- Facilitates conflict resolution meetings with contractors, designers, and other entities while working closely with the Authority's council to prepare recommendations for Authority action.
- Capacity to make timely and effective decisions, often under pressure, while considering multiple factors and stakeholders.
- Analyzes contractor's cost and time impact analysis and prepares recommendations for Authority action.
- Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly Status of Construction Report by the project manager.
- Reviews the schedules submitted by the contractor to ensure compliance with the Master Control Schedule and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the Master Control Schedule.
- Coordinates phasing of contactors' work to complete the Project(s) according to the Authority's objectives of cost, time and quality.
- Acts as the representative of the Authority at the site of all construction work.

- Oversees Project Managers' scheduling and conducting of progress meetings at which Contractors and Inspectors can jointly discuss matters such as procedures, progress, problems, field changes and scheduling. Establishes procedures for cooperation and coordination between Inspectors and Contractors concerning all aspects of the project and implements such procedures.
- Develops and implements a procedure for review of all contractors' schedules of values and reviews all contractors' billings and invoices and recommends payment of all invoices.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in higher levels of responsibility in the areas of construction administration, construction management, or related field.
- Four(4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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DIRECTOR OF DESIGN

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Design is responsible for directing and supervising Authority staff and project design consultants related to engineering, architectural and environmental design development of all capital projects for the Authority's airport system. The Director of Design ensures that all projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position administers design contracts including the selection, contract negotiation and preparation of professional design contracts.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that the Authority's needs are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, schedules, and tenant development plans.
- Directs and supervises all design development activities to assure establishment and enforcement of guidelines, standards and design criteria.
- Develops and manages project budgets and schedules.
- Facilitates communication and collaboration of the design among stakeholders, Authority staff, team members, and other relevant parties.
- Manages the preparation of contract documents for construction.
- Prepares, administers and coordinates the annual budget for the engineering, architecture and environmental departments.
- Develops, administers and coordinates the selection of and contract negotiations with professional design consultants.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates' work performance conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.

- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in design, coordination and program management of engineering and architectural activities for an airport, or similar industry.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and design & construction standards.
- Skill in project and program management methodologies, including budgeting, scheduling, and monitoring.
- Skill in identifying and assessing potential risks, developing mitigation strategies, and ensuring timely risk resolution.
- Skill in tracking project progress, identifying variances, and reporting on key performance indicators (KPIs).
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, objectives, develop solutions, and make informed decisions under pressure.
- Skill in change management, transitions, and transformations, ensuring smooth implementation of new processes and tools.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent walking, standing & sitting
- Constant typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF DIGITAL TECHNOLOGIES & INNOVATION

GENERAL DESCRIPTION

Under the general direction of the Vice President, of Information Technology, the Director of Digital Technologies & Innovation leads the research and evaluation of emerging trends and solutions in the Information Technology industry by assessing their potential value to the organization. responsible for designing and overseeing staff education on new technologies, as well as recommending the application of innovative products and solutions to maximize organizational value. This role will also oversee the campuswide Common Use (Passenger Processing) vertical, the digital platform of displays and any new technology solutions implemented under the innovation initiative. Additionally, this role involves supervising a team of technical personnel engaged in complex systems, making critical decisions on airport performance. programming activities, providing technical guidance, monitoring project activities, financial justification and analyzing methods for information presentation.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Strategically assesses emerging trends in information technology, providing insights on their potential impact and alignment with organizational goals to drive innovation and competitive advantage.
- Designs and implements comprehensive educational initiatives for staff, fostering a culture of continuous learning and ensuring that the workforce is adept in leveraging new technologies to enhance overall organizational performance.
- Formulates and advocates for strategic initiatives that integrate new products and solutions optimizing their deployment to maximize value and drive organizational growth.

- Develops and oversees detailed project management frameworks, ensuring alignment with strategic objectives while effectively coordinating resources, timelines, and stakeholder engagement to uphold project integrity.
- Provides high-level technical direction and mentorship to project teams, facilitating successful execution and fostering a collaborative environment that enhances project outcomes.
- Leads the development and execution of comprehensive testing and implementation strategies for new systems, ensuring that operational goals are met efficiently while aligning with best practices and organizational standards.
- Leads the Passenger Processing team responsible for managing the majority of all airline flights including ticketing and gate equipment processing. This team will also oversee all biometric passenger processing.
- Leads the LiDAR technology implementation team responsible for implementing new solutions that meet the business needs.
- Manage the planning and execution of the ITS budget, ensuring that all expenditures align with financial goals. Monitor spending, identify cost saving opportunities and implement strategies to maintain budget adherence while delivering quality IT services.
- Collaborate with the Information Security office and business units to ensure regulatory compliance. Implement security best practices across IT Operations, fostering a culture of compliance while aligning security measures with business objectives to protect sensitive information and mitigate risk.
- Leads the vendor hardware and software selection process, including the evaluation and implementation, while collaborating with Procurement and Legal for contract management and guidance.
- Monitors and analyzes IT Operations to identify areas for improvement and implement solutions that enhance service delivery.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Twelve (12) years experience planning, delivery, and management of enterprise solutions, innovative vision or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of various information technology methods and equipment.
- Knowledge of information technology systems design and programming practices to ensure effective solution development.
- Knowledge of systems analysis, development, planning, and documentation methods and standards relevant to IT projects.
- Knowledge of quality assurance concepts and procedures to maintain high standards in IT service delivery.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF ENTERPRISE APPLICATION SERVICES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Director of Enterprise Application Services is responsible for providing leadership, vision, and direction to the Enterprise Applications team, enabling cross-functional productivity among all Authority employees. This role oversees the applications group in optimizing cost, risk, and value throughout the application lifecycle, while also aligning with the Authority's strategic initiatives. The Director develops and executes technology roadmaps that facilitate a transition to the Cloud, drive agile transformation, and enhance user technology adoption.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Defines and manages the application portfolio; prepare roadmaps and long-term strategies for key products.
- Oversees assessments of the technical and business fitness of the Authority’s applications portfolio, including costs and risks.
- Recognizes and advances opportunities for leveraging the Authority's technology investments.
- Contributes to the overall technology strategy, architecture, and process improvements.
- Champions the adoption and maturation of Agile practices within enterprise application teams.
- Manages the enterprise applications budget and provide input for related budget administration.
- Oversees vendor/software selection, evaluation, and implementation, coordinating with Procurement and Legal.
- Maintains an inventory of the software portfolio to track usage and maximize vendor engagement benefits.
- Direct the planning, development, and implementation of core business applications and database management systems.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, Business Administration, or a related field.
- Eight (8) years experience in planning, delivery, and management of enterprise applications.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF ENTERPRISE RISK MANAGEMENT AND RECORDS COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources, Risk and Administration, the Director of Enterprise Risk Management and Records Compliance is responsible for overseeing the Authority's risk management strategies and record management functions. This position ensures that contractors, vendors, and tenants maintain adequate insurance coverage while managing property, automobile, liability, and workers' compensation claims on behalf of the Authority. The Director also implements loss prevention and inspection programs and facilitates safety training and compliance with regulatory standards. This role sets strategic goals for the Authority's records and information management function. This includes directing the retention, storage, and disposal of physical and electronic records while overseeing mailroom operations. The Director acts as a records management subject matter expert, guiding the development and execution of the agency's records management vision through effective strategic planning and program management.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the Authority's records management program, mailroom operations.
- Maintains liaison with state archival officials to establish retention and disposal standards, ensuring compliance with public records laws and overseeing public records requests.
- Acts as a business liaison with other departments to ensure effective information management practices and compliance with relevant policies and regulations.
- Oversees claims-related activities to mitigate the Authority's exposure to risk, including claims and settlements.
- Develops and monitors the budget for the Records Compliance and Risk Management, forecasting needs for staffing, equipment, and supplies.
- Leads the safety training and loss control functions to reduce accidents and promote emergency preparedness to support Airport Safety initiatives.
- Directs the Authority's business continuity efforts, including the development, testing, and updating of contingency plans for critical business functions.
- Oversees facility inspections and the implementation of risk management policies and procedures in line with industry standards.
- Facilitates the research and assessments of internal and external risk factors, providing strategic recommendations for optimizing the Authority's insurance program.

- Supervises annual tabletop exercises for the Enterprise Risk Management department, ensuring readiness for potential risks and emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Insurance, Finance, Accounting, Risk Management, Business or related field.
- Eight (8) years experience in (enterprise) risk management, management of insurance portfolios, evaluation of insurance needs, risk and loss control, safety, risk reduction.

- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Insurance, Finance, Accounting, Risk Management, Business or related field.
- Associate in Risk Management designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property and casualty insurance portfolio administration, including coverage evaluation and claims processing.
- Knowledge of effective risk management strategies, Enterprise Risk Management (ERM) systems, recordkeeping.
- Skill in managing change and building consensus within teams and across departments to achieve organizational goals.
- Skill in superior presentation, diplomacy, and conflict resolution to navigate complex situations and foster collaboration.
- Demonstrated ability to provide leadership and direction that cultivates respect, influences positive behavior, and fosters effective partnerships across all levels of the organization, promoting a cooperative work environment.
- Ability to think strategically with excellent judgment, enabling proactive decision-making on challenging and complex issues.
- Ability to focus on details, ensuring accuracy and thoroughness in all tasks and documentation.
- Knowledge of the external environment impacting the business, including regulatory, economic, and market factors.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing
- Sitting up to 6 hours per day
- Occasional walking
- Occasionally lift up to 20 lbs
- Continuously typing

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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DIRECTOR OF ENTERPRISE RISK MANAGEMENT AND SAFETY

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources and Enterprise Risk Management, the Director of Enterprise Risk Management and Safety is responsible for overseeing the Authority's risk management strategies and record management functions. This position ensures that contractors, vendors, and tenants maintain adequate insurance coverage while managing property, automobile, liability, and workers' compensation claims on behalf of the Authority. The Director also implements loss prevention and inspection programs and facilitates safety training and compliance with regulatory standards. This role sets strategic goals for the Authority's records and information management function. This includes directing the retention, storage, and disposal of physical and electronic records while overseeing mailroom operations. The Director acts as a records management subject matter expert, guiding the development and execution of the agency's records management vision through effective strategic planning and program management.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the Authority's records management program, mailroom operations.
- Maintains liaison with state archival officials to establish retention and disposal standards, ensuring compliance with public records laws and overseeing public records requests.
- Acts as a business liaison with other departments to ensure effective information management practices and compliance with relevant policies and regulations.
- Oversees claims-related activities to mitigate the Authority's exposure to risk, including claims and settlements.
- Develops and monitors the budget for the Records Compliance and Risk Management, forecasting needs for staffing, equipment, and supplies.
- Leads the safety training and loss control functions to reduce accidents and promote emergency preparedness to support Airport Safety initiatives.
- Directs the Authority's business continuity efforts, including the development, testing, and updating of contingency plans for critical business functions.
- Oversees facility inspections and the implementation of risk management policies and procedures in line with industry standards.
- Facilitates the research and assessments of internal and external risk factors, providing strategic recommendations for optimizing the Authority's insurance program.

- Supervises annual tabletop exercises for the Enterprise Risk Management department, ensuring readiness for potential risks and emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Eight (8) years experience in (enterprise) risk management, management of insurance portfolios, evaluation of insurance needs, risk and loss control, safety, risk reduction.

- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Completion of Criminal Justice Information Services (CJIS) certification.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Experience with Customer Relationship Management systems.
- Associate in Risk Management designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property and casualty insurance portfolio administration, including coverage evaluation and claims processing.
- Knowledge of effective risk management strategies, Enterprise Risk Management (ERM) systems, recordkeeping.
- Skill in managing change and building consensus within teams and across departments to achieve organizational goals.
- Skill in superior presentation, diplomacy, and conflict resolution to navigate complex situations and foster collaboration.
- Demonstrated ability to provide leadership and direction that cultivates respect, influences positive behavior, and fosters effective partnerships across all levels of the organization, promoting a cooperative work environment.
- Ability to think strategically with excellent judgment, enabling proactive decision-making on challenging and complex issues.
- Ability to focus on details, ensuring accuracy and thoroughness in all tasks and documentation.
- Knowledge of the external environment impacting the business, including regulatory, economic, and market factors.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing
- Sitting up to 6 hours per day
- Occasional walking
- Occasionally lift up to 20 lbs
- Continuously typing

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DIRECTOR OF FINANCE

GENERAL DESCRIPTION

Under the leadership of the Vice President of Finance, the Director of Finance is a highly experienced and results-driven position with expertise in public sector accounting, financial reporting, and compliance with government regulations. This position will oversee financial operations, streamline accounting processes, and ensure fiscal responsibility for the Aviation Authority. This role requires strong leadership and a strategic approach to ensure compliance with local, state, and federal financial regulations and responsible for overseeing the day-to-day management of the general ledger, ensuring accurate and timely recording of financial transactions. This Director oversees the preparation of budgets, financial planning, financial reporting, and provides strategic financial leadership to ensure efficient use of Authority funds. The Director collaborates with senior management, stakeholders, and external auditors to ensure fiscal responsibility, transparency, and accountability.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and provides feedback on the Capital Budget submissions from the Authority's Development Committee.
- Oversees the preparation and maintenance of the general ledger, ensuring all transactions are accurately recorded in accordance with GAAP.
- Ensures the integrity of financial data, reviewing journal entries, account reconciliations, and other reports for accuracy and completeness.
- Continuously evaluates and enhances the general ledger and reconciliation processes for efficiency, accuracy, and timeliness.
- Understands and maintains the Authority's 30-year financial model.
- Supports Authority's financial analytics initiatives, including project evaluation calculations, return on investment, and business unit financial modeling
- Performs budgeting, business planning, and actual calculations of rates and charges to the signatory airlines; determines and establishes airline rates, fees, and charges for all airlines.
- Oversees the preparation of financial statements, budgets, and reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Ensures timely and accurate financial reporting to stakeholders, including government officials, auditors, and the public.

- Conducts financial analysis to identify trends, risks, and opportunities for cost-saving or efficiency improvements.
- Designs and implements robust internal controls over the general ledger and bank reconciliation processes to ensure accuracy and compliance with regulations.
- Reviews and monitors the internal control processes to prevent errors and fraud, ensuring that best practices are followed.
- Collaborates with auditors to ensure compliance with applicable standards and regulations.
- Ensures compliance with local, state, and federal regulations.
- Manages the Authority's cash flow and ensures sufficient liquidity to meet operational and capital planning needs.
- Oversees investments and debt management, ensuring compliance with relevant Bond Resolutions and laws.
- Assists with the preparation of the official statement and feasibility studies during bond or other debt issues.
- Verifies debt service transfer amounts with the master trustee on all revenue and PFC-backed bond issues.
- Directs payments of interest to trustees, fees to underwriters and letter of credit providers under the line of credit or other debt-related programs.
- Acts as a liaison between accounting and other departments, ensuring clear communication and collaboration on financial matters.
- Ensures that the accounting department operates efficiently, adhering to deadlines and regulatory requirements.
- Fosters a positive, collaborative environment and encourage professional development and career growth.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.

- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in accounting, finance, or related field.
- Eight (8) years experience in accounting and finance.
- Four (4) years supervisory experience.
- Experience in government finance, fund accounting, and public sector accounting standards.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Airport experience.
- Master's degree in accounting, finance, or related field.
- CPA (Certified Public Accountant).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Advanced Excel skills, including the use of complex formulas and financial modeling.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent leadership, communication, and interpersonal skills.
- Attention to detail and a commitment to accuracy.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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DIRECTOR OF HUMAN RESOURCES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources, Risk, and Administration, the Director of Human Resources shapes and executes strategic Human Resources (HR) initiatives aligned with the Authority's business objectives. This position is tasked with developing and implementing policies, plans, and programs that effectively attract, retain, motivate, and reward employees while adhering to company philosophy and external regulations. The Director oversees daily HR operations, ensuring compliance with staffing, training, compensation, benefits, and employee relations policies. This position actively engages in leadership and employee development initiatives, fostering a culture of continuous learning and growth through the Authority. The Director advocates for employee interests, recommending and directing the implementation of new policies and programs that support the Authority's goals. The role requires maintaining strong communication with union leadership and external stakeholders and providing guidance on personnel and labor relations issues. The Director promotes innovation by identifying and implementing workforce solutions that enhance inclusivity and productivity. By championing cultural change and innovative practices, the Director of Human Resources contributes to a dynamic, forward-thinking workplace that empowers employees and aligns with the Authority's strategic vision.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers and develops personnel policies and programs to effectively utilize HR in alignment with the Authority's business objectives.
- Responsible for employee relations, labor unions, and external agencies, negotiating within guidelines and resolving disputes and grievances.
- Ensures the implementation of effective training programs for employee development.
- Oversees compensation, leave, and benefits programs to ensure they meet objectives, remain competitive, and are sustainable while facilitating clear communication with employees.
- Assists in preparing the annual personnel budget for the Authority.
- Reviews and updates job descriptions to clarify expectations and establish criteria for hiring, evaluation, and promotion.
- Implements employee engagement and reward programs to enhance motivation and retention.
- Manages daily HR operations, oversees HR systems, and provides guidance to departmental personnel.
- Creates strategies for performance evaluation, talent acquisition, and retention.

- Monitors compliance with internal policies and legal standards to mitigate risks.
- Anticipates and addresses potential litigation risks proactively.
- Analyzes HR data and metrics to provide insightful reports to senior management.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree in Human Resources Management, Business Administration, or related field.
- Eight (8) years senior management Human Resources experience in a public sector environment, experience negotiating collective bargaining agreements, experience in self-insured programs for

employee benefits, knowledge of employee wellness programs, and experience integrating a performance-based compensation system.
- Four (4) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or another related field.
- SPHR or SHRM-SCP Certification.
- FPELRA Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Human Resource Information Systems (HRIS) Business Suites.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of HR principles and practices, policies, procedures, and best practices, particularly in employee relations and talent acquisition.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of budgetary principles and experience in managing HR budgets effectively.
- Skill in strong analytical, problem-solving, and organizational capabilities.
- Skill with detail, ensuring accuracy and thoroughness in HR processes and documentation.
- Skill in leading HR teams, overseeing talent acquisition, and providing strategic guidance.
- Ability to compile and analyze data for reporting and decision-making purposes.
- Ability to deal with difficult situations with tact and professionalism.
- Ability to balance the role as both an employee advocate and a partner to the business.
- Ability to think strategically and contribute to HR policy and program development aligned with organizational goals.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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DIRECTOR OF ITS ENTERPRISE OPERATIONS & CLIENT SERVICES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Director of ITS Enterprise Operations & Client Services is responsible for providing leadership, vision, and direction to the Information Technology (IT) Operations and customer support team, enabling cross-functional productivity among all Authority employees. This role oversees the day-to-day operations of the network infrastructure and customer support groups, including staffing, budgeting, and other essential leadership functions. The Director's primary responsibility is to ensure the effective operation of IT Operations and Support services, including Network Administration, Database Management, IT Helpdesk, and Desktop Support, while aligning all IT activities with the Authority's strategic objectives.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensure consistency and maintainability of existing network and infrastructure by implementing industry best practices and enforcing standard operating procedures for technology deployment and usage.
- Develops comprehensive IT strategy plans that encompass technical specifications, user requirements, technical design, network infrastructure, security protocols, and equipment requirements.
- Creates and updates IT policies and procedures in alignment with the Authority's organizational goals and objectives.
- Ensures that maintenance and updates to Authority network systems and infrastructure adhere to security standards in collaboration with the Information Security Office.
- Leads the vendor and hardware selection process, including evaluation and implementation, while engaging with Procurement and Legal for contract management and guidance.
- Monitors and analyzes IT operations to identify areas for improvement and implement solutions that enhance service delivery.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Eight (8) years of professional experience in enterprise technology operations and customer support, or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer hardware and software utilized in networked and web-based environments to ensure effective technology operations.
- Knowledge of information technology designs, setups, installation, implementation, and maintenance to support organizational objectives.
- Knowledge of security issues, crisis management, and business continuity, as well as legal considerations related to technology.
- Knowledge of quality assurance concepts and procedures to maintain high standards in IT service delivery.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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DIRECTOR OF MARKETING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing Communications and Strategy, the Director of Marketing is responsible for the strategic planning and implementation of marketing and customer experience initiatives for the Authority. This role involves overseeing the marketing team, managing internal campaigns, advertising strategies, and related budgets to maximize revenue and enhance brand visibility. The Director of Marketing collaborates closely with various departments to ensure cohesive marketing efforts that align with the Authority's goals while also fostering strong relationships with stakeholders and external partners to drive community engagement and support for the Authority's mission.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Designs, implements, and facilitates the annual marketing plan to align with the Authority's strategic goals and objectives.
- Develops and implements section business/marketing plans, supporting overall organizational growth and revenue generation.
- Collaborates with the in-house Design Studio and/or third-party agencies to create a strong brand identity and marketing guidelines.
- Translates business unit objectives into brand portfolio objectives and strategies to facilitate growth and enhance market presence.
- Plans and manages the Authority’s Marketing Operations budget, ensuring effective allocation of resources to meet marketing goals.
- Negotiates with media agents and agencies to secure agreements for advertising and promotional materials across various platforms.
- Ensures compliance with legal standards and policies for all promotional campaigns and partnerships, collaborating closely with the legal department.
- Manages relationships with external vendors and consultants to ensure successful execution of marketing campaigns and projects.
- Participates in community outreach and partnerships to gather customer data and enhance the Authority's presence and engagement within the community.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Marketing, Market Research, or related field.
- Eight (8) years experience in marketing, public relations, or related field.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Marketing, Market Research, or related field.
- Leadership experience in government or community marketing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of marketing principles and practices, particularly in the aviation industry.
- Knowledge of customer experience best practices to ensure that marketing initiatives align with and improve the overall passenger journey at the airports.
- Knowledge of digital marketing tools and platforms to enhance outreach efforts, including social media, email marketing, and website management.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

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- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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DIRECTOR OF PLANNING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Planning oversees comprehensive planning activities for airport systems. This role spearheads the development and execution of Master Plans, long-range strategies, and Airport Layout Plans (ALP), while managing a team responsible for environmental compliance, airspace, land use planning, sustainability, and resilience initiatives. Additionally, this position ensures alignment with regulatory standards set by the Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT).
The position ensures that the planning for the Authority's facilities proceeds in accordance with the goals and objectives of the Board of Directors, Chief Executive Officer, the Executive Management Team, and the Development Committee.

The Director of Planning sets day-to-day operational directives, sets goals and objectives for team members while establishing and implementing strategies that have mid to long term impact on business results.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Assesses and aligns airport system development with the Authority's short- and long-term objectives.
- Develops and manages the annual capital improvement program, including project definition, budgets, and schedules.
- Supervises and directs Authority staff and consultants handling Master Plan updates, sustainability, resilience, and environmental activities.
- Manages teams related to National Environmental Policy Act (NEPA) compliance and environmental services.
- Liaises with internal and external airport stakeholders during project planning phases.
- Fosters effective working relationships with other Authority departments, governmental agencies, and permit entities.
- Coordinates with the Director of Design throughout project development phases.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in airport or large building planning and development, or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport management, airport facilities development, and airport operations .
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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DIRECTOR OF PLANT OPERATIONS AND FACILITIES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Maintenance, the Director of Plant Operations and Facilities manages maintenance operations for the Authority to ensure the safe, efficient, and reliable functioning of all airport facilities and systems. This role encompasses a wide range of maintenance responsibilities, including Electrical Distributions, HVAC and Mechanical Systems, Fire Alarm Protection and Building Maintenance, while fostering a culture of safety and innovation. Additionally, the Director develops departmental budgets, identifies necessary projects for upgrades, and promotes employee engagement and development to achieve operational excellence.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Leadership and Mentorship: Accountable for fostering a supportive environment for direct reports by providing individualized training tailored to job responsibilities, and actively engaging in mentorship programs that promote professional growth and career advancement.**
- **Performance Management: Conducts comprehensive evaluations of direct reports' work performance through transparent and constructive performance check-ins and appraisals. Implements necessary corrective actions or disciplinary measures when required, ensuring alignment with organizational goals and standards.**
- **Professional Standards Compliance: Ensures that all direct reports adhere to authority standards regarding personal appearance and conduct, cultivating a professional work environment that reflects the organization's values and commitment to excellence.**
- **Equipment and Resource Oversight: Oversees the maintenance, accountability, and optimal utilization of all equipment used by direct reports. Promotes adherence to established guidelines and operational efficiency while acting as a resource for all employees and construction subcontractors to minimize incidents and exposures.**
- **Budget Development and Management: Develops, manages, and strategically allocates the department's operations budget. Regularly assesses financial performance against budgetary goals and identifies areas for cost-saving initiatives without compromising service quality.**

- **Strategic Project Identification: Identifies, prioritizes, and advocates for necessary projects related to facility, equipment, and system replacements, ensuring alignment with the airport's long-term strategic goals and operational needs.**
- **Operational Excellence: Ensures the efficient operation and maintenance of all equipment and systems, implementing best practices and continuous improvement initiatives to enhance performance and service delivery.**
- **Leadership Support: Acts as the Vice President of Maintenance as needed, providing leadership continuity and strategic direction in their absence, while representing the maintenance department in executive-level discussions.**
- **Safety and Compliance Advocacy: Upholds and promotes all safety protocols and regulations within the maintenance department. Ensures that all team members are trained in the proper use of personal protective equipment (PPE) and are proactive in reporting potential hazards to maintain a safe working environment.**
- **Cultural Intelligence Development: Champions a culture of diversity, inclusion, and respect within the maintenance team. Fosters an environment that values different perspectives, encouraging collaboration and innovation among a diverse workforce.**
- **Team and Talent Development: Identifies and nurtures high-potential talent within the department through targeted development programs, succession planning, and career pathway initiatives, ensuring a robust pipeline of skilled professionals ready to meet future organizational needs.**
- **Regular and Reliable Attendance: Maintains regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and organization.**

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Eight (8) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Facility Maintenance Professional (FMP) certification.
- Certified Facility Manager (CFM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, excessive noise and insects.
- Navigate occasionally heights and confined areas.

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DIRECTOR OF PROCUREMENT, CAPITAL PROGRAMS AND ITS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Procurement, the Director of Procurement, Capital Programs and ITS is responsible for the procurement of all capital procurements, including contract and agreement negotiations for professional and non-professional services, and information technology. This position oversees the development of solicitation documents, specifications, and contract documents for construction and professional service agreements. The Director represents the Authority in contract negotiations, facilitating the evaluation of technical proposals. This position represents the Procurement department at Development Committee meetings.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing.
- Ensures compliance with all federal, state, and local procurement requirements during the selection of design-builders, design professionals, contractors, concessionaires, and consultants.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of vendors.
- Analyzes construction cost projections against industry best practices and current trends to inform decision-making.
- Prepares and presents procurement-related reports and updates to stakeholders and the Development Committee.
- Analyzes proposals and bids for responsiveness, ensuring all submissions meet established criteria and requirements.
- Monitors and evaluates vendor performance to ensure compliance with contract terms and service quality.
- Conducts market research to identify potential suppliers and assess the competitive landscape.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, Construction, or related field.
- Eight (8) years experience in purchasing, contracts management and competitive procurement processes, of which at least five (5) years in public (government) purchasing.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council (other certifications will not satisfy this minimum requirement) within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP) within 18 months.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business Administration, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Certified Professional in Supply Management (CPSM).
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF PROCUREMENT, NON-CAPITAL PROGRAMS AND MATERIALS MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Procurement, Director of Procurement, Non-Capital Programs and Materials Management is responsible for the procurement of all non-capital procurements and materials management, including contract and agreement negotiations for professional and non-professional services, and materials management including warehousing, inventory and surplus property disposition. This position oversees the development of solicitation documents, specifications, and contract documents for non-capital and professional service agreements. The Director represents the Authority in contract negotiations, facilitating the evaluation of technical proposals. This position also acts as the primary lead for Procurement and Finance operations during EOC activation and maintaining the department's continuity of operations plan.
***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing.
- Oversees procurement technology utilization, upgrade, testing, and issue resolution.
- Oversees property asset transfer and recommends surplus property disposition.
- Oversees inventory management and inventory control.
- Manages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Ensures compliance with all federal, state, and local procurement requirements during the selection of suppliers, concessionaires, and consultants.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliers.
- Prepares and presents procurement-related reports and updates to stakeholders.
- Analyzes proposals and bids for responsiveness, ensuring submissions meet established criteria and requirements.
- Monitors and evaluates supplier performance to ensure compliance with contract terms and service quality.

- Conducts market research to identify potential suppliers and assess the competitive landscape.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, in Business, Construction, or related field.

- Eight (8) years experience in purchasing, contracts management and competitive procurement processes, of which at least five (5) years in public (government) purchasing.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP) within 18 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, in Business Administration, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Certified Professional in Supply Management (CPSM).
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging

- Continuous typing
- Occasional use of car/light truck
- Continuous use of computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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DIRECTOR OF AIRFIELD, GROUNDS AND SYSTEMS MAINTENANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Maintenance, the Director of Airfield, Grounds and Systems Maintenance manages maintenance operations for the Authority to ensure the safe, efficient, and reliable functioning of all airport facilities and systems. This role encompasses a wide range of maintenance responsibilities, including aircraft boarding bridges, baggage handling, and fleet management, while fostering a culture of safety and innovation. Additionally, the Director develops departmental budgets, identifies necessary projects for upgrades, and promotes employee engagement and development to achieve operational excellence.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Leadership and Mentorship: Accountable for fostering a supportive environment for direct reports by providing individualized training tailored to job responsibilities, and actively engaging in mentorship programs that promote professional growth and career advancement.**
- **Performance Management: Conducts comprehensive evaluations of direct reports' work performance through transparent and constructive performance check-ins and appraisals. Implements necessary corrective actions or disciplinary measures when required, ensuring alignment with organizational goals and standards.**
- **Professional Standards Compliance: Ensures that all direct reports adhere to authority standards regarding personal appearance and conduct, cultivating a professional work environment that reflects the organization's values and commitment to excellence.**
- **Equipment and Resource Oversight: Oversees the maintenance, accountability, and optimal utilization of all equipment used by direct reports. Promotes adherence to established guidelines and operational efficiency while acting as a resource for all employees and construction subcontractors to minimize incidents and exposures.**
- **Budget Development and Management: Develops, manages, and strategically allocates the department's operations budget. Regularly assesses financial performance against budgetary goals and identifies areas for cost-saving initiatives without compromising service quality.**

- **Strategic Project Identification: Identifies, prioritizes, and advocates for necessary projects related to facility, equipment, and system replacements, ensuring alignment with the airport's long-term strategic goals and operational needs.**
- **Operational Excellence: Ensures the efficient operation and maintenance of all equipment and systems, implementing best practices and continuous improvement initiatives to enhance performance and service delivery.**
- **Leadership Role Support: Acts as the Vice President of Maintenance as needed, providing leadership continuity and strategic direction in their absence, while representing the maintenance department in executive-level discussions.**
- **Safety and Compliance Advocacy: Upholds and promotes all safety protocols and regulations within the maintenance department. Ensures that all team members are trained in the proper use of personal protective equipment (PPE) and are proactive in reporting potential hazards to maintain a safe working environment.**
- **Cultural Intelligence Development: Champions a culture of diversity, inclusion, and respect within the maintenance team. Fosters an environment that values different perspectives, encouraging collaboration and innovation among a diverse workforce.**
- **Team and Talent Development: Identifies and nurtures high-potential talent within the department through targeted development programs, succession planning, and career pathway initiatives, ensuring a robust pipeline of skilled professionals ready to meet future organizational needs.**
- **Regular and Reliable Attendance: Maintains regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and organization.**

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Eight (8) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Four (4) years supervisory experience.
- Facility Maintenance Professional (FMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Certified Facility Manager (CFM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, excessive noise and insects.
- Navigate occasionally heights and confined areas.

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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DIRECTOR OF TERMINAL OPERATIONS AND GUEST EXPERIENCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Terminal Operations and Guest Experience oversees all operational flows at Tampa International Airport, ensuring both the terminal and airside operations run smoothly. This position monitors construction activities, vendor operations, ground transportation, and airline services while maintaining real-time communication with leadership and relevant stakeholders. Additionally, the Director acts as the airport's primary point of contact during off-hours, ensuring that TSA and CBP operations are efficient and that any issues affecting guest experience are promptly addressed.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees all operational flows within the terminal and airside operations, ensuring safety and efficiency at Tampa International Airport.
- Conducts daily construction coordination meetings with contractors to facilitate effective communication and activity management.
- Ensures airport amenities and services meet customer experience standards, including operating hours and contractual obligations.
- Observes and reports on terminal activities daily, addressing and resolving situations that may negatively impact guest experience or the airport's reputation.
- Walks the terminal multiple times daily to verify optimal operational performance in the terminal and airside areas.
- Oversees TSA and CBP operations, ensuring stakeholder coordination and promptly addressing operational issues.
- Supports customer service initiatives, including volunteer programs, employee recognition, lost and found, and specialized programs for travelers with hidden disabilities.
- Identifies and manages irregular operations, providing assistance during delays, cancellations, and other incidents affecting terminal services.
- Monitors terminal roadways and curb zones to mitigate traffic control issues and enhance overall flow for passengers and vehicles.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Eight (8) years experience in managing operations at a large or medium hub airport.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Member of American Association of Airport Executives.
- Obtain and maintain NIMS & emergency management training.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping
- Occasional pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional exposure to extreme weather and insects
- Navigate occasionally heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

ELECTRICAL MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Electrical Manager oversees the performance and maintenance of all electrical systems within the facility, including power distribution, lighting (interior, exterior, and roadway), and airfield electrical systems. The manager supervises employees and monitors contractors engaged in the maintenance and repair of electrical systems. Additionally, the Electrical Manager establishes preventive maintenance programs, manages an equipment safety inspection program, and provides technical advice and training to staff while maintaining safety and operational standards.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Establishes and implements preventive maintenance procedures and schedules for all electrical systems.
- Conducts periodic inspections to ensure proper maintenance of equipment and adherence to safety standards.
- Manages the section's quality assurance program and conduct inspections to ensure compliance with specifications and contract integrity.
- Reviews contract bids and submissions, and inspect work performed by contractors to ensure compliance with specifications.
- Develops and manages annual budgets to support maintenance activities and equipment needs.
- Plans job layouts, estimate materials, determine equipment and tools, and create drawings or sketches for maintenance personnel.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, building maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Management Professional Certificate (FMP) from the International Facility Management Association (IFMA) program to be completed within 9 months of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and electrical systems.

- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Occasional walking.
- Sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Occasional reaching overhead.
- Occasional climbing.
- Continuous typing.
- Occasional exposure to extreme weather, chemicals & excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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

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

ELECTRICAL SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Electrical Manager, the Electrical Supervisor oversees maintenance and repair personnel engaged in maintenance, repair, and construction of electrical systems within the facility, including power distribution, lighting (interior, exterior, and roadway), and airfield electrical systems. The Electrical Supervisor schedules preventive maintenance to improve operational efficiency and asset longevity while also requisitioning materials, assisting in contract specification development, and maintaining detailed records of work and resources.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Develops, analyzes, and updates maintenance policies and procedures to ensure a safe, efficient, and effective work environment.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance personnel to effectively perform work assignments.
- Requisitions equipment, tools, and materials in a timely manner to meet maintenance and construction schedules.
- Assists in developing contract specifications for maintenance and construction projects.
- Oversees the performance of contractors in assigned areas to ensure compliance with specifications and requirements.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, building maintenance, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and electrical systems.
- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.

- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Occasional walking.
- Sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Occasional reaching overhead.
- Occasional climbing.
- Continuous typing.
- Occasional exposure to extreme weather, chemicals & excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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

ELECTRICIAN I

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician I assists with installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. The position involves checking electrical components for safety compliance, diagnosing issues with testing equipment, repairing or replacing faulty parts, assisting with the installation and upgrades of electrical systems, integrating new equipment, and ensuring adherence to electrical safety regulations and standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts regular inspections, tests, and maintenance procedures to identify potential electrical system failures or malfunctions.
- Checks electrical components, circuits, and control systems to ensure compliance with safety and performance standards.
- Diagnoses electrical problems using various testing equipment and techniques to determine appropriate repair or replacement actions.
- Repairs or replaces faulty components, wiring, or connections to restore functionality to electrical systems.
- Assists in the installation, upgrade, and modification of electrical systems and equipment as required.
- Installs new electrical circuits and upgrade existing systems to meet current codes and regulations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.
- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights, confined areas & excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment.
- Continuous use of power tools.

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

ELECTRICIAN II

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician II performs installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. This position involves working with airfield lighting systems, ensuring FAA compliance, managing power distribution and backup generation, and underground utility locates. The Electrician II is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Prioritizes work tasks to ensure that critical electrical issues are addressed promptly and effectively.
- Provides on-the-job training and guidance to junior technicians while guiding them on larger projects.
- Oversees contractors and conduct project inspections to ensure compliance with specifications and standards.
- Responds to calls regarding customer and tenant issues, resolving problems and handling complaints with technical expertise.
- Diagnoses and reacts appropriately to airfield and building lighting, signage, and power distribution issues throughout the campus.
- Oversees the activities of skilled and unskilled trades and maintenance personnel in the construction, repair, and maintenance of industrial power distribution systems.
- Plans job layouts, estimate materials, determine required equipment and tools, and create drawings or sketches for maintenance personnel.
- Conducts underground utility locates to prevent damage to existing infrastructure during maintenance activities.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in commercial and/or industrial electrical or related field.
- Enrollment in the MAT-2 airfield training program.
- Register for the ACE Lighting certification is required with exam to be taken within six months of enrollment.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.

- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment
- Continuous use of power tools.

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

ELECTRICIAN III

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician III oversees both skilled and unskilled trades and maintenance personnel engaged in performs installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. This position involves working with airfield lighting systems, ensuring FAA compliance, managing power distribution and backup generation, and underground utility locates. The Electrician III is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Lead the activities of maintenance personnel involved in the construction, repair, and maintenance of buildings, grounds, roadways, and related systems and equipment.
- Provides on-the-job training and guidance to junior technicians while supervising them on larger projects.
- Oversees contractors and conduct project inspections to ensure compliance with specifications and standards. Oversees the activities of skilled and unskilled trades and maintenance personnel in the construction, repair, and maintenance of industrial power distribution systems.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, and safety standards.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance tasks.
- Creates drawings or sketches as needed to assist maintenance personnel in performing work assignments properly.
- Determines, schedules, and oversees preventive maintenance activities to enhance operational effectiveness and extend asset lifecycles.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in commercial and/or industrial electrical or related field.
- MAT-2 airfield training program completion.
- ACE Lighting certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.
- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights, confined areas.
- Very frequent exposure to excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment.
- Continuous use of power tools.

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

ELECTRONICS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Facilities, the Electronics Manager oversees the operation and management of critical safety and security systems within the organization. This role involves coordinating daily operations and emergency responses while collaborating closely with various departments, internal business partners, third-party service vendors, law enforcement agencies, and governmental organizations. The Electronics Manager develops budgets, implements personnel training and development programs, and manages project coordination to ensure the continuous enhancement of technical support and technology for all assigned systems.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees and manages the activities of contractors engaged in the operation of critical safety and security systems, including fire alarm systems, PA systems, access control systems, CCTV, and more.
- Develops and implements preventive maintenance programs to enhance operational effectiveness and extend the lifecycle of electronic assets.
- Establishes and manages corrective and reactive maintenance programs to address system failures and ensure reliability.
- Reviews contract bids and inspects work performed by contractors to ensure compliance with specifications and contract integrity.
- Monitors and manages requisitions for replacement parts and materials to ensure timely completion of maintenance assignments.
- Prepares technical specifications for the acquisition of equipment and systems to support operational needs.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Electronics, Information Technology, or related field.
- Five (5) years of progressive experience in the installation, maintenance, and repair of electronic systems, or a similar field.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Maintenance Professional Certificate (FMP).
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CAT Commercial Audio Technician.
- Industrial Electronics.
- CompTIA ITF+.
- CompTIA NET+.

- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, sitting & walking up to 6 hours per day.
- Frequent lifting up to 50 lbs or more.
- Bending & stooping up to 6 hours per day.
- Frequent pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & climbing.
- Continuous typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, insects and chemicals.
- Navigate occasionally heights and confined areas.
- Very frequent use of car/light truck.
- Frequent use of heavy equipment & power tools.

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ELECTRONICS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Electronics Manager, the Electronics Supervisor leads a team focused on the maintenance, troubleshooting, repair, installation, and design of systems critical to airport operations. This role combines technical expertise with administrative skills to manage assignments, provide training, and respond to system failures, while also developing maintenance policies to ensure safety and compliance with regulatory standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Responds to emergency and non-emergency system failures, including life safety and security system outages, ensuring timely resolution of issues.
- Develops, analyzes, and updates maintenance policies and procedures to promote a safe and efficient work environment.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimates materials, determines necessary equipment and tools, and creates drawings or sketches for maintenance personnel.
- Assists in developing project specifications and oversees project performance to ensure compliance with construction and maintenance requirements.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Electronics, Information Technology, or related field.
- Four (4) years experience in the installation, maintenance, and repair of electronic systems, fire alarm, fire suppression systems, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CAT Commercial Audio Technician.
- Industrial Electronics.
- CompTIA ITF+.

- CompTIA NET+.
- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems, fire alarm, fire suppression systems, and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems, fire alarm, fire suppression systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm, fire suppression systems, PA systems, access control systems, radio systems, PLWS, dispatch console systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, sitting & walking up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Frequent pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & climbing.
- Continuous typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, and insects.
- Navigate occasionally heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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

ELECTRONICS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Electronics Supervisor, the Electronics Technician I assists with the installation, maintenance, and repair of various electronic equipment and systems, ensuring their efficient operation in both consumer and industrial applications. This role involves troubleshooting and solving problems effectively, with a focus on systems such as voice and data communications, fire alarms, access control, CCTV, and public address systems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs a variety of electronic equipment and associated subassemblies, including fire alarms, access control systems, and communication devices.
- Conducts operator-level troubleshooting, installation, and configuration of life safety and security systems, including surveillance equipment and intercom systems.
- Performs regular preventative maintenance tasks and conduct building assessments, including physical inspections and digital reporting.
- Designs, constructs, assembles, and rearranges circuits and devices for operational and testing purposes.
- Assists in inspecting and coordinating work performed by authorized vendors or contractors to ensure adherence to project specifications and guidelines.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per day.
- Frequent sitting.

- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate continuously heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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

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

ELECTRONICS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Electronics Supervisor, the Electronics Technician II performs the installation, maintenance, and repair of various electronic equipment and systems, ensuring their efficient operation across a range of applications, from consumer electronics to complex industrial systems. This role involves troubleshooting and solving problems effectively, with a focus on systems such as voice and data communications, fire alarms, access control, CCTV, and public address systems. Additionally, the position includes coordinating with vendors, maintaining accurate records of equipment and service activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs a variety of electronic equipment and systems at the component level.
- Conducts training and provides operator-level troubleshooting, installation, and configuration of life safety and security systems.
- Performs regular preventative maintenance functions and conduct building assessments, including physical inspections and digital reporting.
- Monitors the operation of electronic systems to ensure compliance with regulatory agencies' standards and specifications.
- Designs, constructs, assembles, and rearranges circuits and devices as necessary for operational and testing purposes.
- Inspects and coordinates work performed by authorized vendors or contractors to ensure adherence to project specifications and guidelines.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the installation, maintenance, and repair of electronic systems, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Electronics Technician -ISCET, CEA, NARDA, NCEE.
- CAT Commercial Audio Technician.
- Industrial Electronics.
- COMPTIA ITF+.
- CompTIA NET+.
- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate continuously heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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

ENTERPRISE ASSET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Enterprise Asset Manager is responsible for the strategic planning, management, and optimization of the airport's assets to ensure operational efficiency, safety, and compliance with regulatory standards. This role involves working closely with various departments to develop asset management strategies, implement best practices, and ensure the long-term sustainability of airport assets. The Enterprise Asset Manager plays a crucial role in enhancing the airport's operational performance and ensuring a seamless experience for passengers. The Enterprise Asset Manager shall utilize the computerized Enterprise Asset Management System (EAMS) to identify resources, analyze reports for operational assessments, streamline maintenance processes according to strategic plans, allocate appropriate resources, and ensure the completion of financial objectives for preventive and corrective maintenance is significant to the work.

SUPERVISES OTHERS:

FLSA STATUS:

ESSENTIAL FUNCTIONS

- Maintain a comprehensive inventory of all airport assets, including buildings, infrastructure, equipment, and vehicles.
- Partner with asset owners to verify that asset records are up-to-date and reflect accurate condition assessments.
- Oversee the lifecycle of assets, including acquisition, maintenance, and disposal.
- Develop and implement asset replacement and refurbishment plans based on lifecycle analysis.
- Participate in long-term strategic planning for airport development and Capital Improvement projects.
- Lead regular inspections and assessments of assets to evaluate their condition, performance, and compliance with safety standards.
- Utilize inspection findings to inform maintenance schedules and capital improvement projects.
- Develop and manage preventive maintenance programs to ensure optimal performance and longevity of assets.
- Coordinate with maintenance teams to schedule and prioritize maintenance activities.

- Prepare and manage the asset management budget, including maintenance and capital expenditure planning.
- Analyze financial performance related to asset management and identify cost-saving opportunities.
- Utilize asset management software and analytics tools to track performance metrics and generate reports for airport leadership.
- Analyze data to identify trends, inefficiencies, and opportunities for improvement in asset management practices.
- Work closely with airport operations, finance, maintenance, planning and development, IT and other departments to align asset management strategies with operational needs.
- Engage with external stakeholders, including contractors and regulatory agencies, as necessary.
- Provide training and support to staff involved in asset management and maintenance operations.
- Promote best practices in asset management throughout the organization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Asset Management, Engineering, Business Administration, or related field.
- Six (6) years experience in asset management, facilities management or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in an airport or transportation environment leading asset management teams aligned with supporting the sustainable growth of asset management within the organization.
- Institute of Asset Management (IAM) certification, Certified Asset Management Professional (CAMP), or Project Management Professional (PMP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of asset management principles and practices, including asset acquisitions, retirements, and transfers.
- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Strong analytical and problem-solving skills.
- Skills in using asset management software and data analysis tools.
- Ability to produce reports, showcasing the effectiveness and efficiency of asset management processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing & walking.
- Frequent sitting.
- Occasional lifting up to 50 lbs.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Frequent exposure to extreme weather, noxious fumes, chemicals, & insects.
- Navigate frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Frequent use of car/ light truck
- Frequent heavy equipment & power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EVIDENCE TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manager, the Evidence Technician is responsible for the daily operations of the evidence stored in the property/evidence repository of the department, including digital and video evidence. This role involves the proper receipt, storage, preservation, and disposal of evidence, ensuring accurate accountability throughout the process. The Evidence Technician maintains the Records Management Evidence Database, organizes the destruction of evidence, and assists with audits and inventory preparations. This position plays a crucial role in supporting the integrity of evidence management within the department.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts collection, examination, preservation, and analysis of human tissues, fluids, or physical evidence (65% of the time), focusing on materials with potential biological, chemical, or hazardous properties.
- Updates and maintains the Records Management Evidence Database as evidence is received, transferred, and/or released to an owner, other agency, courts, or investigations.
- Completes weekly evidence reporting to FDLE, along with updating the evidence database and case files to reflect items received back into evidence inventory.
- Maintains paper files on each case, ensuring that all pertinent information regarding chain of custody is maintained in the file.
- Organizes quarterly destruction of evidence that has been identified for destruction.
- Provides the SAO with information regarding the status of an item that has been transferred to FDLE for analysis.
- Conducts appropriate database checks (to include, CJNET, NCIC/FCIC, Criminal History inquiry), and the appropriate paperwork prior to the release of a firearm to an owner.
- Reviews, redacts, and submits body worn camera footage to the State Attorney's Office or public FOIA requests.
- Completes monthly validations and reporting.
- Audits and prepares inventory.
- Maintains and orders evidence supplies.

- Assists SIU, on occasion, as evidence custodian during interdiction operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in Criminal Justice, Forensic Science, or a related field.
- Three (3) years experience in property/evidence forensics or related field.
- Or equivalent combination of education, training, and experience.
- Certified Evidence Technician – PEAF (must receive certification within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous law enforcement experience.
- Previous experience using *evidence.com.*

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of evidence handling procedures, including proper receipt, storage, preservation, and disposal methods to maintain the integrity of evidence.
- Skill in using Microsoft applications and other software tools for data entry, database management, and report generation.
- Ability to maintain accurate records and filing systems for evidence, ensuring that all pertinent information regarding chain of custody is documented and accessible.
- Knowledge of relevant laws and regulations governing the handling and management of evidence within a law enforcement context.
- Ability to organize and manage time effectively, ensuring timely updates to the evidence database and completion of required reports.
- Ability to work independently while also collaborating with team members during evidence-related operations, including interdiction activities.
- Knowledge of proper procedures for reviewing, redacting, and submitting body-worn camera footage to comply with public records requests.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 Ibs
- Occasional bending & stooping
- Continuous typing
- Frequent exposure to noxious fumes
- Occasionally navigate heights and confined areas

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EXECUTIVE ASSISTANT TO CHIEF COMMERCIAL OFFICER AND VICE PRESIDENT OF MARKETING, COMMUNICATIONS AND STRATAGY

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer (CCO) and Vice President (VP) of Marketing, Communications and Strategy, the Executive Assistant provides administrative support ensuring the smooth operation of the office. This position manages calendars and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Executive Assistant interacts regularly with the CEO, Executive Team, Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration. Additionally, the role requires a proactive approach to administrative tasks, allowing the CCO and VP to focus on strategic initiatives and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the schedules for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the CCO's office to staff and other leadership team members.
- Reviews time-off requests and timecards and approve as needed.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Inputs all budget information into Financial System
- Monitors and updates the budget and forecasts and projections throughout the year
- Serves as Department Record Custodian
- Facilitates communication between the leadership team.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently. Including keeping passport and Global Entry enrollments up to date. Applying for international Visa’s when required.

- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Monitors HCAA Speaking Engagements Request Dashboard and Speaking Engagement calendar. Verify the availability of speakers. Ensuring VP has prepared talking points ahead of engagement.
- Servies as backup to Sr Executive Assistant to CEO when needed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration or a related field.
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EXECUTIVE ASSISTANT TO CHIEF OPERATING OFFICER AND CHIEF DEVELOPMENT OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer (COO) and Chief Development Officer (CDO), the Executive Assistant, provides administrative support to these executives, allowing them to discharge their responsibilities in an organized, timely and efficient manner. This position manages the Executives calendars and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Executive Assistant interacts regularly with the Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration. Additionally, the role requires a proactive approach to administrative tasks, allowing the COO and CDO to focus on strategic initiatives and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the executives' schedules for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the COO's and CDO's office to staff and other leadership team members.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Inputs all budget information into Financial System
- Monitors and updates the budget and forecasts and projections throughout the year
- Serves as Department Record Custodian
- Facilitates communication between the leadership team and their direct reports.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently. Including keeping passport and Global Entry enrollments up to date. Applying for international Visa's when required.
- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.

- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration or related field.
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.

- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FIXED ASSET ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Fixed Asset Analyst is responsible for overseeing the fixed assets function across the Authority. This position involves asset tracking and creating and maintaining records for fixed asset acquisitions, retirements, and transfers within the Fixed Asset system. The analyst will calculate monthly depreciation, perform annual physical inventory counts, and reconcile asset modules with the General Ledger, while continuously reviewing and improving asset tracking processes for enhanced efficiency and accuracy.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Creates and maintains fixed asset acquisitions, retirements and transfers in the Fixed Asset system.
- Calculates and analyzes monthly depreciation for capitalized assets.
- Conducts annual physical inventory counts of the capitalized equipment.
- Manages the fixed assets month-end closing process.
- Reconciles and balances modules with the General Ledger.
- Prepares interim and year-end fixed asset audit schedules for the external audit.
- Serves as the point of contact for questions from the external auditors.
- Works in Federal Database (eDelphi) by creating invoices and uploading backup for Federal grant reimbursement
- Provides an administration review of miscellaneous invoices and prevents invoices from being missed and incurring late interest penalties per the Prompt Payment Act.
- Reviews project invoice entries before they are distributed for workflow approval.
- Reviews capital and expensed equipment requisitions for approval.
- Invoices contractors and consultants for any badges that are not returned.
- Produces the Performance Measures Quarterly report.
- Serves as backup for the Projects Control Senior Analysts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Accounting, Finance, or related field.
- Three (3) years experience as a professional accountant.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fixed asset management principles and practices, including asset acquisitions, retirements, and transfers.
- Skill in managing month-end closing processes related to fixed assets, ensuring timely and accurate reporting.
- Knowledge of accounting principles related to the reconciliation in software modules for the General Ledger.
- Ability to produce reports, showcasing the effectiveness and efficiency of asset management processes.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing
- Continuous computer monitoring
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FLEET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield, Fleet & Grounds, the Fleet Manager plans and coordinates with the Fleet Supervisor on the maintenance and repair of vehicles, equipment as well as other facilities and structures at times. The Fleet Manager establishes preventive maintenance programs, responsible for the procurement and disposal of vehicles and equipment, and schedules and oversees equipment safety inspections to ensure compliance with specifications and contract integrity. Additionally, this role includes creating requisitions for replacement parts, preparing technical specifications for equipment acquisition, maintaining the departments budget, and providing technical guidance and training to staff on safety procedures and operating standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensure vehicles are used effectively and efficiently.
- Manage drivers, including hiring and training.
- Track vehicle usage and performance and complete Vehicle Condition Reports.
- Manage operational cost of ownership for vehicles and equipment.
- Responsible for creating and meeting budget expectations. Conducts periodic inspections to verify proper maintenance and compliance with safety standards.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and maintain contract integrity.
-
- Prepares technical specifications for the acquisition of new equipment, ensuring alignment with operational needs.

- Develops and manages budgets related to fleet operations and maintenance activities. Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Automotive Technology, Supply Chain, Business Administration or related field.
- Four (4) years experience in construction, facility fleet maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching over head, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

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

FLEET SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Fleet Manager, the Fleet Supervisor oversees the maintenance and repair of airport fleet vehicles and mechanical support equipment. This supervisory role includes managing the activities of skilled trades and maintenance personnel, ensuring that repairs meet established standards for safety and efficiency. The Fleet Supervisor plans, schedules, assigns, and reviews work, while also providing training and technical support to junior mechanics on complex problems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manage vehicle repairs and maintenance including scheduling and coordinating with repair shops.
- Plans job layouts and estimates materials, determining the necessary equipment and tools for maintenance personnel to execute their assignments.
- Schedules and oversees preventive maintenance activities to improve operational effectiveness and extend the lifecycle of fleet assets.
- Creates requisitions for the timely purchase of equipment, tools, and materials to support maintenance and construction schedules.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with maintenance requirements.
- Maintain parts inventory and parts ordering.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Automotive Technology, Supply Chain, Business Administration or related field.
- Four (4) years experience in construction, facility fleet maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 lbs ore more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Very frequent exposure to insects.
- Navigate continuous heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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

FLEET TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Fleet Supervisor, the Fleet Technician I performs inspections, maintenance, and both minor and major repairs on a variety of vehicles and equipment, including automotive, construction, agricultural, and small engine-powered equipment. This position also troubleshoots and diagnoses issues, as well as executing repairs by disassembling, replacing, and overhauling various systems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Troubleshoots and diagnoses issues for various types of vehicles and equipment to determine necessary repairs.
- Performs minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling various systems.
- Conducts regular inspections of fleet vehicles and equipment to identify maintenance needs and safety concerns.
- Executes welding, fabrication, and minor body repairs as needed to restore equipment functionality.
- Completes maintenance reports and records accurately to track work performed and materials used.
- Assist in ordering and managing parts and supplies necessary for maintenance tasks.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Automotive Service Excellence (ASE) Certification, including A or T Series Brakes and Suspension, or able to obtain within six (6) months of hire. Due to Certification testing availability, time may be extended.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching overhead, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

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FLEET TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Fleet Supervisor, the Fleet Technician II performs inspections, maintenance, and both minor and major repairs on a variety of vehicles and equipment, including automotive, construction, agricultural, and small engine-powered equipment. This position guides subordinate mechanics, acting as a Lead Worker, and managing the operations of a small repair shop or garage when applicable. Additionally, the Fleet Technician II is responsible for completing maintenance reports and records and providing support to other trades based on operational needs.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Troubleshoots and diagnoses issues for various types of vehicles and equipment to determine necessary repairs.
- Performs minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling various systems.
- Fabricates custom parts from metal and other materials as needed to support repair and maintenance activities.
- Offers technical assistance and guidance to mechanics to enhance their skills and support their work.
- Utilizes computer interfaces and diagnostic tools, including generic code scanners, to troubleshoot vehicle systems and obtain trouble codes.
- Conducts regular inspections of equipment and vehicles to identify maintenance needs and ensure optimal performance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Emergency Vehicle Technician (EVT) Certification.
- Automotive Service Excellence (ASE) Certification, including A or T Series Brakes and Suspension.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching overhead, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

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

GA CAPITAL PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of GA Capital Projects, Business & Admin, the GA Capital Projects Manager is responsible for planning, organizing, directing, and executing the Capital Improvement Program (CIP) for the Authority's General Aviation airports. This role focuses primarily on overseeing facility rehabilitation projects, including the development of project management plans, budgets, and schedules while managing construction progress. The manager is involved in establishing all design elements as well as with evaluating project status to ensure deadlines are met and may recommend strategies such as resource reallocation or workflow adjustments to keep projects on track.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and establishes design elements, including architectural, mechanical, and electrical specifications within project scopes.
- Reviews contract bids and inspect work performed by contractors to ensure compliance with specifications and contract integrity.
- Addresses any contract inadequacies by bringing them to management's attention and following up on corrective actions.
- Procures materials and supplies necessary for the timely completion of projects and maintenance activities.
- Prepares and maintains technical specifications for the acquisition of equipment and systems required for projects.
- Monitors construction progress and evaluates project status to ensure deadlines are met and objectives are achieved.
- Conducts regular safety assessments and quality inspections to enhance the safety and effectiveness of construction processes.
- Maintains accurate documentation of project activities, budgets, and timelines for auditing and reporting purposes.
- Participates in project meetings to provide updates, address concerns, and adjust project plans as necessary.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s degree in construction management, Engineering, Architecture, or related field.
- Four (4) years experience in airport operations management and maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Construction Management, Engineering, Architecture, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling & dragging
- Frequent reaching over head, kneeling, crawling & climbing
- Frequent typing
- Frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Frequent use of car/light truck
- Occasional use of heavy equipment and power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA CAPITAL PROJECTS MULTITRADES WORKER III

GENERAL DESCRIPTION

Under the general direction of the GA Capital Projects Manager, the GA Capital Projects Multitrades Worker III is responsible for performing a variety of capital facilities construction activities, including both interior and exterior building rehabilitation at the Authority's three General Aviation airports. The role involves participating in the erection of small structures and complex alterations, as well as overseeing the repair and maintenance of various systems. Additionally, this position ensures that adequate building materials are maintained for project completion and includes responsibilities such as performing concrete and asphalt repairs.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs repair and maintenance tasks on electrical, plumbing, and water systems and fixtures, as well as brick, cement, HVAC, and carpentry work.
- Operates power equipment and various hand tools safely and efficiently, including medium to heavy motorized equipment.
- Oversees maintenance project activities independently, ensuring tasks are completed on time and to standard.
- Conducts concrete and asphalt repairs to maintain safe and functional surfaces at the airports.
- Monitors project progress and report on status, identifying any issues that may affect timelines or quality.
- Ensures compliance with safety regulations and best practices during all construction and maintenance activities.
- Assists in the development of project plans and layouts, estimating materials and determining required tools and equipment.
- Conducts regular inspections of work areas to ensure cleanliness and adherence to safety standards.
- Responds to emergency repair requests as needed, ensuring quick resolution of issues.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in construction, maintenance, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of various procedures and techniques used in multiple construction trades, including electrical, plumbing, and HVAC.
- Knowledge of the construction and maintenance requirements for different types of buildings and facilities, ensuring compliance with regulations.
- Knowledge of safety protocols and the appropriate use of safety equipment to maintain a safe working environment.

- Skill in operating hand and power tools effectively and safely during construction and maintenance tasks.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking and sitting
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging
- Reaching overhead, kneeling, crawling, and climbing up to 6 hours per day
- Occasional typing
- Frequent exposure to extreme weather, noxious fumes, and excessive noise
- Navigate frequently heights and confined areas
- Occasional exposure to chemicals
- Frequent use of car/light truck
- Frequent use of heavy equipment and power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA MAINTENANCE OPERATIONS LEAD

GENERAL DESCRIPTION

Under the general direction of the GA Maintenance Operations Manager, the GA Maintenance Operations Lead performs skilled work across multiple trades involved in the construction, maintenance, and repair of buildings, equipment, and facilities at General Aviation airports. This role ensures compliance with Federal Aviation Administration (FAA) regulations and other federal, state, and city requirements while overseeing day-to-day maintenance activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors, prioritizes, and inspects work activities to ensure adherence to safety standards, plans, and specifications.
- Conducts daily and nightly airfield inspections to identify potential issues and ensure the safety and functionality of airfield operations.
- Responds to operational concerns, including aircraft emergencies and pavement closures, providing timely resolutions.
- Addresses and resolves issues raised by GA airport tenants and the public, ensuring excellent customer service.
- Provides technical expertise and guidance to team members regarding maintenance tasks and procedures.
- Leads and participates in the erection of small structures and the repair and maintenance of plumbing, electrical, HVAC, and carpentry systems.
- Requisitions and maintains an inventory of replacement parts and supplies necessary for ongoing repairs and maintenance.
- Ensures that all maintenance work complies with established codes, standards, and regulations.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in airfield operations, plumbing, electrical, carpentry, masonry, and painting.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and local regulations governing maintenance and safety standards in aviation facilities.
- Knowledge of the construction and maintenance practices for various types of airport facilities.
- Skill in using hand and power tools effectively and safely in maintenance and construction tasks.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting, walking & standing
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging & climbing
- Reaching overhead, kneeling, crawling up to 6 hours per day
- Occasional typing
- Very frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, and excessive noise
- Frequent exposure to insects
- Very frequent use of car/light truck, heavy equipment & power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA MAINTENANCE OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of GA Operations & Maintenance, the GA Maintenance Operations Manager is responsible for overseeing compliance, safety, and emergency preparedness at the Authority's General Aviation airports. This position manages all aspects of maintenance operations, safety coordination, and operational support. The manager organizes and coordinates on-site activities to ensure the safe and efficient functioning of the GA airports, while also coordinating construction projects and public events. Additionally, this role involves developing and updating GA airport emergency plans, supervising maintenance personnel, ensuring compliance with regulations, and maintaining the overall cleanliness and orderliness of airport facilities and grounds.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans on-site activities and public events to ensure the safe and efficient functioning of General Aviation airports.
- Coordinates construction and project management efforts related to airport facilities to minimize disruptions to operations.
- Develops and updates airport emergency plans, conducting training sessions and coordinating drills to prepare staff for emergencies.
- Responds to emergencies and provide assistance, coordinating with appropriate emergency response organizations.
- Ensures operational safety and compliance with applicable laws, regulations, policies, and contractual obligations, addressing any discrepancies.
- Provides accurate information to the public and airport users regarding FAA regulations and FDOT requirements.
- Ensures compliance with fire and building codes through regular facility inspections by the proper authorities.
- Oversees the GA maintenance program for airport grounds and facilities, coordinating vegetation control on runways, taxiways, and ramps.
- Conducts inspections to maintain cleanliness and orderliness of airport grounds and facilities.

- Monitors and supervises the maintenance of project records and documentation to ensure accuracy and compliance.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s degree in Airport Operations Management, Business Administration, or related field.
- Four (4) years experience in airport operations management and maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations related to airport operations and maintenance.
- Knowledge of safety standards and best practices for maintaining and operating general aviation facilities.
- Knowledge of construction project management principles to effectively coordinate construction activities at the airports.
- Knowledge of comprehensive airport operations, maintenance, and related activities to ensure optimal performance across facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the direction of the Senior Manager, Operations and Maintenance, the General Aviation Operations Manager plays a crucial role in ensuring the safe and compliant operation of all airfield activities in accordance with FAA, FDOT, and other regulatory bodies. This multifaceted position involves overseeing self-inspection programs, coordinating construction and maintenance efforts, and engaging with governmental agencies to foster collaboration within the airport community. In addition to ensuring adherence to safety regulations, this role actively participates in incident and accident investigations, conducts specialized inquiries, and reviews proposed airport grant-in-aid initiatives.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Conduct thorough inspections of runways, taxiways, ramps, and associated areas to ensure compliance with FAA, FDOT, and City and State regulatory standards, maintaining the safety of aircraft operations.
- Lead terminal ramp safety inspections, Foreign Object Debris (FOD) inspections, and other critical assessments to uphold high safety standards across the airfield.
- Collaborate with the Maintenance Operations Manager to coordinate daily airfield activities, including maintenance work, construction projects, and the movement of aircraft and vehicles.
- Drive the implementation and enforcement of the general aviation compliance program through established policies and procedures aligned with industry best practices.
- Monitor airport tenants and leased areas to proactively identify and address potential violations of Airport Rules and Regulations.
- Ensure strict compliance with Federal and State airport certification regulations to maintain the airport's status as a safe and reliable aviation hub.
- Serve as the primary representative for General Aviation in airport projects, effectively communicating departmental perspectives and operational goals.
- Prepare and present reports on safety inspections, compliance issues, and tenant management to relevant stakeholders and authorities.
- Collaborate with governmental agencies and other stakeholders to ensure compliance with regulatory requirements and facilitate effective communication.

- Participate in incident investigations and assessments, providing insights and recommendations for operational improvements.
- Monitor and analyze airfield operations data to identify trends and areas for improvement, making informed decisions to enhance safety and efficiency.
- Coordinate with external vendors and contractors to ensure all work performed meets regulatory standards and operational expectations.
- Support the development of strategic initiatives that promote the growth and safety of General Aviation operations within the airport.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Airport Operations Management, Business Administration, or related field.
- Four (4) years of experience in airport operations management and maintenance.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS

- Certified Member American Association of Airport Executives or obtained within 1 year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport layout, design, and construction principles to effectively manage operations and projects.
- Knowledge of Federal Aviation Regulations (FAR) and the ability to interpret and apply them effectively in operational contexts.
- Knowledge of comprehensive airport operations, maintenance, and related activities to ensure optimal performance across facilities.
- Knowledge of weather and NOTAM (Notice to Airmen) terminology to make informed decisions regarding airport operations.
- Knowledge of federal, state, and local regulations governing airport operations and security to ensure compliance and operational integrity.
- Skill in strong organizational abilities that enable effective team leadership, prioritization of tasks, and independent project management.
- Skill in analytical and decision-making capabilities for evaluating programs, policies, and procedures and driving continuous improvement.
- Knowledge of proven track record in preparing reports, maintaining records, analyzing data, and administering operational programs.
- Ability to assess operational issues and develop strategic solutions to enhance efficiency and safety.
- Ability to remain calm and make sound decisions in high-pressure situations, particularly during emergencies or irregular operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

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GENERAL AVIATION INTERN

GENERAL DESCRIPTION

Under the guidance of the Vice President of General Aviation (GA) and in collaboration with the General Aviation Senior Managers, the General Aviation Intern will gain hands-on experience in operations, maintenance and capital project management across the Authority's three General Aviation airports Peter O. Knight (TPF), Plant City (PCM), and Tampa Executive (VDF) and GA functions at Tampa International Airport (TPA). This internship is designed to provide a comprehensive overview of general aviation airport operations, maintenance programs, capital improvement projects, stakeholder engagement, and regulatory compliance.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with the daily operations oversight of the GA airports, including field inspections, facility reviews, and regulatory compliance activities.
- Support maintenance tracking and project coordination related to airport infrastructure, including lighting, airfield markings, and hangar rehabilitation.
- Participate in the planning and monitoring of Capital Improvement Projects (CIP), including data collection, budget tracking, and status reporting.
- Attend tenant and stakeholder meetings, aiding in the preparation of materials and notes.
- Collaborate with staff on initiatives related to safety, security, and emergency planning.
- Assist in the development and dissemination of tenant advisories and communications.
- Support marketing and outreach initiatives in coordination with internal departments.
- Provide administrative and research support, including document preparation and data entry.
- Attend internal and external meetings, including site visits and briefings, to gain cross-functional exposure.

This list is not intended to be all-inclusive, and additional functions and responsibilities may be assigned as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.

- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL TPA JOBS

- In the event of an emergency or disaster impacting Tampa International Airport (TPA), employees may be required to respond promptly to duties as assigned by the department or the TPA Emergency Operations Center (EOC). Such assignments may occur before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Currently enrolled in a Bachelor's or Master's program in Aviation Management/Airport Operations, Engineering (Civil, Electrical, or Mechanical)/ Construction Management, Public Administration or related field.
- Interest in pursuing a career in airport management, aviation infrastructure, or public-sector capital programs.

PREFERRED QUALIFICATIONS

- Experience at an airport or within an aviation-related organization.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general aviation operations, airport infrastructure, and facility systems.
- Basic knowledge of airport operations and general aviation activities.
- Knowledge of airfield safety standards, facility inspections, or preventative maintenance practices (academic or project-based experience acceptable).
- Exposure to project planning, budget tracking, or facility condition assessments through coursework, internships, or research.
- Knowledge of FAA regulations, FDOT guidelines, or airport security procedures.
- Knowledge of technical plans, site maps, or architectural/engineering drawings.
- Knowledge of safety and regulatory compliance standards in airport environments (FAA, FDOT, NFPA).
- Ability to observe, document, and communicate airfield and facility conditions clearly and accurately.
- Ability to think critically and solve problems.
- Motivation to take on new challenges and develop new skills.
- Ability to provide clear and concise reports.
- Ability to work collaboratively with cross-functional teams.
- Ability to adapt to a dynamic, fast-paced work environment.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting, walking and standing
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging and climbing
- Reaching overhead, kneeling, crawling up to 6 hours per day
- Occasional typing
- Very frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, and excessive noise
- Frequent exposure to insects
- Very frequent use of car/light truck, heavy equipment and power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GROUNDS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Airfield and Grounds Manager, the Grounds Supervisor oversees grounds maintenance operations across multiple disciplines, including maintenance, installation, and pest control. The Grounds Supervisor is responsible for managing airport property inspections, planning maintenance activities, and coordinating employee training. This role is crucial for ensuring compliance with safety standards and operational efficiency.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.
- Prioritizes, participates in, and inspect works activities to ensure compliance with plans, specifications, codes, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance personnel to execute tasks effectively.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with construction and maintenance requirements.
- Conducts regular inspections of airport property to identify maintenance needs and ensure safety and operational standards are met.
- Evaluates equipment and resource needs, making recommendations for procurement and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Landscape Horticulture, Plant Science, Facilities Management, or related field.
- Four (4) years experience in grounds maintenance, or a skilled trade.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Florida Nursery, Growers and Landscape Association Certification (FNGLA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the rules, regulations, and operational requirements of the organization related to grounds maintenance.

- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Occasional sitting.
- Continuous lifting up to 50 lbs or more.
- Very frequent bending and stooping.
- Very frequent pushing, pulling & dragging, reaching over-head, kneeling, crawling & climbing.
- Frequent typing.
- Continuous exposure to extreme weather, chemicals & insects.
- Continuous exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of power tools & heavy equipment.

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

GROUNDS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Grounds Technician I performs both manual and skilled grounds maintenance tasks throughout all seasons. The Grounds Technician I is responsible for the care and development of grounds, shrubbery, and plants, as well as the maintenance and repair of irrigation systems. This position also involves routine cleaning and maintenance of equipment, operating trucks and power tools, adhering to landscaping designs, and may require flexibility to assist other trades as needed.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs manual and skilled grounds maintenance tasks, including planting, mulching, fertilizing, watering, mowing, trash and debris removal, and pruning vegetation.
- Uses hand tools such as shovels, rakes, pruning saws, hedge trimmers, and axes to carry out landscaping and maintenance activities.
- Conducts routine inspections and maintenance of irrigation systems to ensure proper functionality and efficiency.
- Clean work sites upon completion of tasks, ensuring a tidy and safe working environment.
- Clean and maintain heavy equipment, trucks, and tools to ensure optimal performance and safety.
- Follow planned landscaping designs to determine the appropriate locations for sod installation, flower planting, and other landscaping activities.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience of grounds maintenance or landscaping.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate required within six (6) months of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety procedures and safety equipment relevant to grounds maintenance activities.
- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Continuous reaching over-head, kneeling, crawling & climbing.
- Continuous exposure to extreme weather, chemicals, and insects.
- Navigate continuously heights & confined areas.

- Frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment & power tools.

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

GROUNDS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Grounds Technician II performs skilled manual and technical grounds maintenance tasks throughout all seasons. The Grounds Technician II is responsible for the care and development of grounds, shrubbery, and plants, as well as the maintenance and repair of irrigation systems. This position also involves routine cleaning and maintenance of equipment, operating trucks and power tools, adhering to landscaping designs, and may require flexibility to assist other trades as needed. This position leads and oversees the daily production of the grounds crew and ensures tasks are completed efficiently.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs manual and technical grounds maintenance tasks, including planting, mulching, fertilizing, watering, mowing, and pruning vegetation.
- Leads grounds crew in the daily operations and ensures tasks are completed safely and efficiently. Uses hand tools such as shovels, rakes, pruning saws, hedge trimmers, and axes to carry out landscaping and maintenance activities.
- Conducts routine inspections and maintenance of irrigation systems to ensure proper functionality and efficiency.
- Follows planned landscaping designs to determine appropriate locations for sod installation, flower planting, and other landscaping tasks.
- Clean works sites upon completion of tasks to ensure a safe and organized environment.
- Maintains and cleans all associated equipment and machinery to ensure optimal performance and longevity.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in grounds maintenance or landscaping.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Pesticide Applicator - State Licensure.
- Commercial Fertilizer Certificate.
- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety procedures and safety equipment relevant to grounds maintenance activities.
- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Continuous reaching over-head, kneeling, crawling & climbing.
- Continuous hearing.
- Continuous exposure to extreme weather, chemicals, and insects.
- Navigate continuously heights & confined areas.
- Frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment & power tools.

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

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

GUEST EXPERIENCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience and Lost & Found, the Guest Experience Manager oversees the Guest Experience team, with direct management of the Volunteer Ambassador Program and the Lost & Found section. This role includes coordinating and supervising the Lost & Found Coordinators, ensuring effective cataloging, inventory management, and audit controls for lost property. Additionally, the Guest Experience Manager is responsible for recruiting and training volunteer ambassadors, staffing the airport's various information kiosks, and maintaining positive relationships with local Visitor and Convention Bureau partners to enhance the overall guest experience.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and develops work standards and guidelines for the Volunteer Ambassador program and the Lost & Found sections.
- Conducts annual and bi-annual audits of Lost and Found property in accordance with authority standard procedures and FL statutes.
- Clarifies and resolves day-to-day issues regarding organizational procedures, practices, programs and projects.
- Represents Guest Experience at meetings, functions, and events within the Authority.
- Serves as a liaison and initial point of contact for other airport volunteer groups, Traveler’s Aid, and the USO.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Five (5) years experience in airport operations, guest relations, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE REPRESENTATIVE

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Guest Experience Representative (GER) plays a vital role in providing exceptional customer service in a community-facing environment at Tampa International Airport. This position assists guests, passengers, and tenants by offering wayfinding, educational support, and information about airport facilities and services. The GER also conducts airport tours, monitors safety systems, and actively engages with the public at various events, ensuring a positive experience for all airport users while promoting the Authority's mission and values.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides direction and assistance to incoming international passengers in the Federal Inspection Station, formulating detailed reports on significant observations for the Aviation Authority staff.
- Follows up on reported operational issues, ensuring timely resolutions and that problems have been corrected effectively.
- Offers information and assistance to airport guests regarding facility usage, available services, local attractions, and flight information.
- Conducts educational walking and bus tours of the airport terminal and airfield for schools, groups, and community organizations, enhancing public knowledge and engagement.
- Monitors escalators, elevators, shuttle cars, and the monorail system for accidents and outages, reporting incidents immediately and taking appropriate action when necessary.
- Responds to emergency situations, taking operational direction from leadership as needed to ensure public safety and effective crisis management.
- Provides VIP tours as necessary, ensuring a personalized and exceptional experience for high-profile guests.
- Represents the Authority at school fairs, festivals, and community events, maintaining a booth or display to provide literature and promotional items.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in customer service.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations, facilities, and community resources to effectively assist passengers and provide accurate information.
- Knowledge of customer service principles and practices, ensuring a high standard of service delivery to all airport users.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing

- Walking & sitting up to 6 hours per day
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Guest Experience Supervisor oversees the day-to-day operations of the Guest Experience Team, managing the planning, scheduling, and coordination of assigned Guest Experience Representatives and contracted Customer Service Representatives. This role is customer and community-facing, ensuring exceptional service delivery to all airport passengers, guests, and tenants. Through effective management and collaboration, the Guest Experience Supervisor plays a crucial role in enhancing the overall passenger experience at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Authority's Tour Program by scheduling and positioning resources to meet the needs of various community groups.
- Conducts onboarding and training for contracted Customer Service Representatives assigned to various airport projects, ensuring they understand their roles and responsibilities.
- Directs resource allocation during emergencies to ensure timely responses and meet customer needs effectively.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Associate's Degree in related field.
- Three (3) years experience in guest relations or customer services.
- One (1) year supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

HORTICULTURE TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Horticulture Technician I aintains the interior greenery, creating a welcoming and aesthetically pleasing environment for passengers and visitors. The Horticulture Technician I is responsible for the design, installation, and maintenance of interior landscaping in the Main Terminal Airsides, Sky Center and RCC. This position also involves collaboration with other departments for events and, setup requests, all aimed at improving the airport's ambiance and addressing operational i

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SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Designs, installs, and performs maintenance of interior landscaping displays throughout the Main Terminal, Airsides, Sky Center and RCC to create an inviting atmosphere.
- Sources and implements floral and plant arrangements that enhance the aesthetic appeal of the airport's interior spaces.
- Estimates materials and determines operational needs for various interior landscaping tasks to ensure timely execution.
- Conducts routine inspections of interior landscaping to assess plant health and overall appearance, making recommendations for improvements as needed.
- Assists with inventory of plants, materials, and supplies necessary for ongoing landscaping projects and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience working in a greenhouse, nursery, or interior landscape.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate required within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of interior landscaping design principles, including plant selection, arrangement, and care techniques to create visually appealing and sustainable environments.
- Knowledge of greenhouse operations, including propagation, irrigation systems, temperature control, and pest management to ensure plant health and vitality.
- Knowledge of plant biology, growth patterns, nutrient requirements, and common issues such as diseases and pests, along with effective problem-solving skills.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Frequent lifting up to 50 lbs or more.

- Very frequent bending and stooping.
- Continuous pushing, pulling & dragging.
- Very frequent reaching over-head, kneeling, crawling & climbing.
- Occasional typing.
- Continuous exposure to chemicals & insects.
- Occasional exposure to excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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

HORTICULTURE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Horticulture Technician II manages and maintains the interior greenery, creating a welcoming and aesthetically pleasing environment for passengers and visitors. The Horticulture Technician II is responsible for the design, installation, and management of interior landscaping in the Main Terminal and Airsides, including employee training and scheduling. This position also involves collaboration with other departments for events, material estimation for landscaping tasks, and acting as the main contact for setup requests, all aimed at improving the airport's ambiance and addressing operational issues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Guides team in designing, installing, and managing interior landscaping displays throughout the Main Terminal and Airsides to create an inviting atmosphere.
- Schedules and trains employees involved in interior landscaping and greenhouse operations to ensure high-quality performance.
- Sources and implements floral and plant arrangements that enhance the aesthetic appeal of the airport's interior spaces.
- Estimates materials and determines operational needs for various interior landscaping tasks to ensure timely execution.
- Serves as the primary point of contact for coordinating landscaping and floral setup requests with other airport departments and stakeholders, ensuring seamless operations.
- Conducts routine inspections of interior landscaping to assess plant health and overall appearance, making recommendations for improvements as needed.
- Manages inventory of plants, materials, and supplies necessary for ongoing landscaping projects and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of experience working in a greenhouse, nursery, or interior landscape.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certification required within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of interior landscaping design principles, including plant selection, arrangement, and care techniques to create visually appealing and sustainable environments.
- Knowledge of greenhouse operations, including propagation, irrigation systems, temperature control, and pest management to ensure plant health and vitality.
- Knowledge of plant biology, growth patterns, nutrient requirements, and common issues such as diseases and pests, along with effective problem-solving skills.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending and stooping.
- Continuous pushing, pulling & dragging.
- Very frequent reaching over-head, kneeling, crawling & climbing.
- Occasional typing
- Continuous exposure to chemicals & insects.
- Occasional exposure to excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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

HUMAN RESOURCES BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Employee Relations & Talent Acquisition, the Human Resources Business Partner performs general work in key functional areas of Human Resources (HR). This role involves supporting the HR department by processing documents, maintaining personnel records, and responding to employee inquiries while ensuring a high level of customer service. The HR Business Partner is responsible for supporting the full-cycle recruiting process, coordinating employee engagement events, and participating in the development and implementation of HR policies and procedures. Additionally, the position involves data management tasks such as creating reports from the HRIS and ensuring data integrity within the applicant tracking system.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides support to the HR department by processing documents, handling records requests, and maintaining personnel records.
- Triages incoming HR requests, addressing employee questions, and escalating complex issues to the appropriate HR subject matter expert.
- Completes cross-training across all HR disciplines to offer functional overflow support during high-volume periods in benefits, recruiting, and employee relations.
- Participates in the revision, development, and implementation of HR policies, procedures, and forms across all functional areas.
- Assists with employee engagement events to foster a positive workplace culture and enhance employee satisfaction.
- Supports full-cycle recruiting efforts, including job advertising, attending job fairs, facilitating candidate interviews, screening applications, coordinating pre-employment testing, and conducting onboarding for new hires.
- Ensures the accuracy and completeness of data in the applicant tracking system to support recruitment efforts.
- Assists in gathering data for compensation analysis to support equitable pay practices.
- Prepares and revises job classifications to accurately reflect position responsibilities and requirements.
- Assists with wellness initiatives and coordinates related events to promote employee well-being.

- Assists in the coordination and planning of open enrollment, wellness initiatives, and related events.
- Prepares, updates, and maintains documentation related to employee benefits and leave management.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Human Resources, Business Administration, or related field.
- Three (3) years of experience in a Human Resources professional role (HR generalist, HR coordinator, or HR specialist).
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resources principles, practices, and employment law relevant to the employee lifecycle and employee benefits.
- Knowledge of HRIS systems and reporting tools to manage and analyze employee data effectively.
- Knowledge of recruitment processes and best practices, including full-cycle recruiting and candidate assessment.

- Skill in processing documents and maintaining accurate personnel records in compliance with HR policies and regulations.
- Skill in developing and implementing HR policies and procedures to support organizational goals.
- Ability to manage the employment application process, including screening applications and coordinating onboarding activities.
- Ability to work independently with considerable autonomy while collaborating effectively with team members.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

HRIS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the HRIS Analyst serves as the applications owner for the HR systems. The HRIS Analyst is responsible for monitoring, maintaining, and updating these systems to ensure an efficient and accurate production environment for end users. This position also serves as a technical point-of-contact for all assigned functional areas of HR and assists subject matter experts with ensuring data integrity, testing of system changes, report writing, and analyzing data flows for process improvement opportunities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates with leadership and HR staff to identify system improvements and enhancements; recommends and implements solutions.
- Performs system maintenance, including assisting in the review, testing, and implementation of HRMS system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of upgrades or fixes.
- Maintains HRMS system tables. Documents process and results dictated by authority business rules and procedures.
- Provides production support for all HR systems, including researching and resolving HRMS problems, unexpected results, or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet requirements.
- Generates reports/queries, including writing, maintaining, and supporting a variety of reports or queries utilizing appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data.
- Conducts training, including developing user procedures, guidelines, and documentation. Trains clients on new processes/functionality. Trains new system users.
- Maintains awareness of current trends in HRMS with a focus on product and service development, delivery, and support, and applying key technologies. Examines trends in information systems training, materials, and techniques. Through classes, reading, CBTs, or other mechanisms, HR knowledge and knowledge of HRIS application/tools are continuously increased.
- Consults and works collaboratively with IT function to develop and administer plans for HRIS applications.

- Conducts system and data audits, verifies accuracy of new or revised HRIS components, methods, or processes; develops and runs audits to ensure accuracy of data entry.
- Implements business processes that streamline and enhance workflows.
- Analyze business and technical processes to identify opportunities for increased efficiency.
- Serves as main point of contact for HR with Payroll function.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or related field.
- Three (3) years of experience in a Human Resources Professional role, including some experience in the development and administration of an HRIS.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quantitative and qualitative research methods to analyze HR-related data effectively.
- Knowledge of HR laws, regulations, and best practices to ensure compliance in HR systems.
- Skill in providing excellent interpersonal and technical support to users across the organization.

- Skill in organizational and time management, demonstrating the ability to meet deadlines consistently.
- Ability to be proactive and independent, demonstrating problem-solving and process improvement initiative.
- Ability to maintain accurate work-related records and prepare detailed reports for analysis.
- Skill in the use of Microsoft Office Suite and similar software applications for documentation and communication.
- Skill in excellent documentation and presentation to convey information clearly to stakeholders.
- Ability to gather extensive data and have processing skills to support HRIS functions.
- Knowledge of HRMS suites and their interactions/interfaces to optimize system functionality.
- Knowledge of the overall HR business process delivery model to align HRIS initiatives with business goals.
- Ability to quickly learn new applications and technologies, adapting to changing needs and requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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HVAC MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the HVAC Manager ensures the optimal functioning and maintenance of all HVAC equipment, chiller plants, building automation systems, cooling towers, transport pumps, and fire protection piping within the airport facility. The HVAC Manager oversees the HVAC and Plant section activities, managing maintenance contracts and coordinating contractor performance. Additionally, the position involves providing leadership to shift personnel, conducting quality control inspections, and managing administrative and technical support functions to enhance the Work Control System.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Inspects facilities and equipment to determine service needs, required equipment, and personnel/vendor requirements.
- Develops, manages, and coordinates contractor performance on assigned HVAC contracts.
- Creates project schedules, manage resources, and ensures timely completion of HVAC projects.
- Procures specialty maintenance services and develops specifications for equipment and systems.
- Implements and monitors goals and objectives related to HVAC operations and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Maintenance, Business Administration, or related field.
- Four (4) years experience in HVAC system maintenance, installation, and repair, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facility Management Professional credential (FMP) from the International Facility Management Association (IFMA) within 9 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- HVAC Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.

- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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HVAC SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the HVAC Manager, the HVAC Supervisor leads a team focused on the installation, troubleshooting, and repair of industrial HVAC systems. The HVAC Supervisor oversees chiller plant operations and automated building control systems, utilizing expertise in mechanical codes and project inspection to ensure compliance and efficiency. This role combines technical expertise with administrative skills to manage assignments, provide training, and respond to system failures, while also developing maintenance policies to ensure safety and compliance with regulatory standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimates materials, and determines necessary equipment and tools for maintenance tasks.
- Creates drawings or sketches as needed to assist maintenance personnel in performing work assignments effectively.
- Determines, schedules, and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of HVAC assets.
- Develops and implements corrective action plans for any identified issues or deficiencies in HVAC systems.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Facilities Management, Maintenance, Business Administration, or related field.
- Four (4) years of experience in the installation, maintenance, and repair of HVAC systems.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.

- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching over-head.
- Occasional kneeling, crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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HVAC TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the HVAC Supervisor, the HVAC Technician I assists with the installation, maintenance, and repair of HVAC systems and related equipment within buildings and facilities. This role involves working with a range of equipment, including central, wall, and window air conditioning units, exhaust fans, walk-in and chest-type freezers, ice machines, and water coolers. Additionally, the HVAC Technician I assists with drawings and sketches as needed, requisitions and maintains an inventory of replacement parts, and operates various tools and equipment, such as refrigeration gauges and volt/ohm meters.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, maintains, and repairs a variety of refrigeration, air conditioning, and ventilating equipment, including central and window air conditioning units, exhaust fans, freezers, ice machines, and water coolers.
- Troubleshoots mechanical problems and implements appropriate corrective actions to restore system functionality.
- Schedules and performs preventative maintenance on HVAC systems to ensure optimal performance and reliability.
- Prepares technical drawings and sketches as needed for system modifications or installations.
- Operates various tools and equipment, including refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, and welding equipment.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High Scholl Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority courteously and professionally.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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HVAC TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a HVAC Supervisor, the HVAC Technician II performs installation, troubleshooting, and repair of industrial HVAC systems withing buildings and facilities. This position involves working with various systems, including chiller plants and automated building control systems. The HVAC Technician II is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, troubleshoots, and repairs various refrigeration, air conditioning, and ventilation equipment, including central and window air conditioning units, exhaust fans, and freezers.
- Conducts routine inspections of HVAC systems to identify potential issues and ensure optimal performance.
- Schedules and performs preventative maintenance on HVAC systems to enhance operational efficiency and extend equipment lifespan.
- Prepares necessary drawings and sketches for installation and repair projects to assist maintenance personnel.
- Operates and utilizes refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, and welding equipment safely and effectively.
- Collaborates with the HVAC Supervisor to estimate materials and equipment needs for upcoming projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the maintenance, repair and installation of HVAC Systems.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified HVAC Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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HVAC TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of the HVAC Supervisor, the HVAC Technician III oversees both skilled and unskilled trades and maintenance personnel engaged in the installation, troubleshooting, and repair of HVAC systems and related equipment within buildings and facilities. This position involves working with chiller plant operations, automated building control systems, and mechanical components. The HVAC Technician III is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads and coordinates the maintenance, repair, and construction of HVAC systems and related equipment within buildings and facilities.
- Plans, schedules, assigns, and reviews work for team members, ensuring efficient workflow and task completion.
- Monitors and inspects work activities to ensure compliance with plans, specifications, codes, and safety standards.
- Plans job layouts and estimates materials, determining necessary equipment and tools for HVAC maintenance tasks.
- Creates drawings or sketches as required to assist maintenance personnel in performing work assignments.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of HVAC assets.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in the installation, maintenance, and repair of HVAC systems.
- Or equivalent combination of education, training, and experience.
- Certified HVAC Technician.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority courteously and professionally.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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

INFORMATION SECURITY ANALYST II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of the Information Security Office, the Information Security Analyst II is responsible for supporting key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a solid understanding of current and emerging vulnerabilities and threats in the security industry, as well as key business and technological processes. The Information Security Analyst II performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Incident Response: Assisting in the detection and response to security incidents by following established protocols to mitigate risks and restore security.
- Vulnerability Assessment: Performing routine vulnerability scans and assessments to identify potential weaknesses in the organization's systems and networks.
- Security Audits: Participating in internal and external security audits to ensure compliance with security policies and regulatory requirements.
- Documentation and Reporting: Maintaining detailed documentation of security incidents, findings from audits, and vulnerability assessments, and generating reports for management.
- User Education and Awareness: Assisting in developing and delivering security awareness training for employees to promote best practices in information security.
- Policy Implementation: Helping to implement and enforce security policies, procedures, and guidelines within the organization.
- Must be able to participate in an on-call rotation or be on-call.
- Research and Analysis: Staying up-to-date with the latest security threats, vulnerabilities, and technology trends to inform security practices.
- Collaboration: Working closely with other IT and security team members to enhance the organization's overall security posture.
- Technical Support: Providing support for security tools and technologies, including firewalls, intrusion detection systems, and antivirus software.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree, or equivalent experience
- One (1) years of security knowledge and technical experience in a diverse range of IT systems – specifically with PCI compliance, logging solutions, vulnerability management solutions, Microsoft enterprise technologies, Cisco enterprise technologies, and Redhat Linux technologies, PCI compliance, logging solutions, vulnerability management solutions.
- At least one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, or CompTIA. Or equivalent combination of education, training, and experience.
- ~~Or equivalent combination of education, training, and experience.~~
- Must possess a valid Florida Driver License.
- Must have the ability to pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.

Knowledge

- Fundamentals of Information Security: Understanding core concepts such as confidentiality, integrity, availability, and the principles of risk management.
- Network Security: Basic knowledge of network protocols, firewalls, VPNs, and intrusion detection/prevention systems (IDS/IPS).
- Operating Systems: Familiarity with various operating systems, especially Windows and Linux, including their security features.
- Security Frameworks and Standards: Awareness of standards and frameworks like NIST, ISO 27001, and PCI DSS.
- Threat Landscape: Understanding common threats, vulnerabilities, and attack vectors (e.g., malware, phishing, social engineering).
- Incident Response: Basic principles of incident detection, response, and reporting.
- Compliance and Regulatory Requirements: Knowledge of relevant laws and regulations affecting information security, such as GDPR, HIPAA, etc.

Skills

- Analytical Skills: Ability to analyze security incidents and identify patterns or anomalies in data.
- Technical Proficiency: Familiarity with security tools (e.g., SIEM, antivirus, vulnerability scanners) and basic scripting or programming skills (e.g., Python, Bash).
- Communication Skills: Clear verbal and written communication skills to convey security concepts and incidents to non-technical stakeholders.
- Problem-Solving Skills: Ability to troubleshoot and resolve security issues efficiently.
- Attention to Detail: Meticulousness in analyzing logs and reports to identify potential security threats.

Abilities

- Team Collaboration: Ability to work effectively in a team environment, collaborating with IT and security professionals.
- Continuous Learning: Willingness to stay updated on the latest security trends, threats, and technologies.
- Time Management: Ability to prioritize tasks and manage multiple assignments under tight deadlines.
- Ethical Judgment: Understanding the importance of ethical behavior in handling sensitive information and security matters.
- Adaptability: Ability to adapt to new tools, technologies, and processes in a rapidly changing field.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

INTERNAL AUDIT INTERN

GENERAL DESCRIPTION

Under the general direction of either the Audit Manager, the Internal Audit Intern serves as a key support member to the Internal Audit function at the Authority. The position learns internal audit processes and performs basic audit work under close supervision.

SUPERVISES OTHERS: N/A

FLSA STATUS: N/A

ESSENTIAL FUNCTIONS

- Assists with the performance of attestation and consulting engagements during all phases of planning, fieldwork, and reporting.
- Prepares audit workpapers and memos as well as communicating with departments across the entire organization.
- Coordinates with supervisor and workpaper reviewer for feedback and learning opportunities.
- Performs follow up on audit recommendations for proper and complete implementation.
- Perform small projects and data collection as assigned
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled in an accredited college or university in Accounting, Business administration, or related field.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of Accounting and/or Internal Audit practices.
- Ability to analyze and solve problems.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

IT PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the IT Project Manager is responsible for managing and coordinating both technical and business resources involved in the analysis, development, implementation, and documentation of information systems. This role ensures that requested systems, products, or features are delivered effectively to support business operations. The IT Project Manager prepares detailed project plans and schedules, oversees the establishment of project objectives and requirements, and ensures alignment with business goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the establishment of project objectives and system development requirements to align with business goals.
- Assigns duties and responsibilities to project team members to facilitate effective project execution.
- Provides leadership and technical guidance to project staff, conducting training and mentoring to enhance team capabilities.
- Monitors project team activities to ensure all products and documentation meet departmental standards and quality expectations.
- Develops and implements plans for testing and implementing systems, ensuring desired outcomes are achieved.
- Evaluates project performance through the review of project phase reports and status updates.
- Manages project budgets and resources to ensure effective allocation and utilization throughout the project.
- Conducts post-project evaluations to assess outcomes and identify lessons learned for future projects.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Three (3) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs

- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS ASSOCIATE DESKTOP TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the ITS Associate Desktop Technician is responsible for delivering basic support for hardware, software, and peripheral devices within the Authority. This position involves resolving work problems and tasks related to the Service Desk, desktop support, printers, mobile devices, applications, and network support, typically under close supervision from more senior Information Technology (ITS) staff. The Associate Desktop Technician plays a crucial role in ensuring efficient IT operations and user satisfaction by addressing technical issues promptly and effectively.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assists in the installation, configuration, and maintenance of desktop systems and peripherals to ensure optimal functionality.
- Delivers prompt and efficient technical support to end-users and peers via phone, email, instant messaging, or in person to resolve hardware, software, network connectivity, and system error issues.
- Responds to and resolve technical issues escalated from the Service Desk or other support teams, ensuring effective problem resolution.
- Collaborates with team members to proactively identify recurring issues and implement solutions before they escalate into larger problems.
- Escalates complex or unresolved issues to the appropriate IT teams for further investigation and resolution.
- Conducts user training and orientation sessions to promote new technologies, IT best practices, and enhance end-user productivity.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ITS ASSOCIATE SUPPORT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the ITS Associate Support Specialist is responsible for providing technical support for hardware and software services to the Authority. This role requires the ability to help resolve complex work problems across various areas, including service desk support, desktop and peripheral support, mobile device support, application support, and network support with minimal supervision.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for internal users seeking technical assistance via phone, email, or in-person.
- Performs remote troubleshooting through diagnostic techniques and pertinent questions.
- Determines best course of action to resolve the users issue.
- Escalates unresolved issues to the appropriate IT teams for further investigation and resolution to ensure user satisfaction.
- Follows up and updates user on status of issues.
- Documents all support interactions and resolutions in the IT ticketing system, ensuring thorough and accurate record-keeping for future reference.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.

- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs

- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ITS CLOUD ARCHITECT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Service Delivery, the ITS Cloud Architect is responsible for designing, implementing, and maintaining cloud and hybrid infrastructure solutions. This role focuses on developing and executing cloud strategies, managing workloads in the cloud, and supporting a hybrid environment that includes both on-premise and cloud workloads. Additionally, the ITS Cloud Architect assists with on-premise responsibilities, including the installation and configuration of systems and troubleshooting hardware and software issues. This position addresses complex technical challenges with minimal supervision.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements cloud strategies for clients, including migration plans, cost optimization strategies, and security best practices.
- Designs, deploys, and manages workloads in public cloud environments such as AWS, Azure, or Google Cloud Platform to meet organizational needs.
- Configures and manages hybrid cloud environments, ensuring seamless integration of on-premise infrastructure and cloud-based resources.
- Ensures the reliability, scalability, and security of cloud-based systems and applications, implementing necessary safeguards.
- Monitors infrastructure performance and troubleshoots issues proactively to maintain optimal system functionality.
- Implements automation tools and scripts to streamline cloud deployment and management processes, enhancing operational efficiency.
- Assists with the troubleshooting, maintenance, and repair of operating systems and applications, providing timely support to users.
- Assists with backup and recovery processes to ensure data integrity and business continuity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of cloud platforms and solutions, hybrid workloads, servers, systems, software, peripherals and storage technology.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Microsoft Certified Solutions Expert (MCSE): Cloud Platform and Infrastructure, CompTIA Network+, CompTIA Cloud+, CompTIA Security+.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge public cloud platforms such as AWS, Azure, or Google Cloud Platform.
- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.

- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ITS DESKTOP TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the ITS Desktop Technician is responsible for delivering technical support for hardware, software, and peripheral devices within the Authority. This position involves resolving work problems and tasks related to the Service Desk, desktop support, printers, mobile devices, applications, and network support, typically under limited supervision from more senior Information Technology (ITS) staff. The Desktop Technician plays a crucial role in ensuring efficient IT operations and user satisfaction by addressing technical issues promptly and effectively. Additionally, this role may involve participating in limited scope IT project work, providing opportunities for professional development within the IT support team.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs and configures new hardware and software systems to ensure proper setup and functionality.
- Delivers prompt and efficient technical support to end-users and peers via phone, email, instant messaging, or in person to resolve hardware, software, network connectivity, and system error issues.
- Responds to and resolve technical issues escalated from the Service Desk or other support teams, ensuring effective problem resolution.
- Proactively identifies recurring issues and implements solutions before they escalate into larger problems.
- Escalates complex or unresolved issues to the appropriate IT teams for further investigation and resolution.
- Conducts user training and orientation sessions to promote new technologies, IT best practices, and enhance end-user productivity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork;** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- One (1) or more of the following may be required, CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS NETWORK ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of IT Infrastructure, the ITS Network Engineer is responsible for the installation and configuration of switches, routers, firewalls, and associated components to ensure the smooth operation of all Authority network systems. This role handles basic network-related projects independently, addressing advanced work problems and tasks with minimal supervision. Additionally, the ITS Network Engineer serves as the initial escalation point for unresolved issues from lower support tiers, focusing on areas such as switches, routers, firewalls, controllers, and access points.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs basic setup, installation, and configuration of operating systems, including networking hardware and software components.
- Designs, builds, and implements functional network infrastructure, including LAN, WLAN, and WAN to support organizational needs.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assist with troubleshooting, maintenance, and repair of operating systems and applications, ensuring minimal disruption to users.
- Supports backup and recovery processes to protect data integrity and ensure business continuity.
- Assists in evaluating and recommending various software and hardware solutions to meet user needs and enhance operational effectiveness.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS PASSENGER PROCESSING SPECIALIST I

GENERAL DESCRIPTION

Under the general direction of the Passenger Processing Manager, the ITS Passenger Processing Specialist I is an entry-level position that performs technical IT work on various passenger processing applications and innovation projects, managing the complexities of the Common Use and Passenger Processing environment. The ITS Passenger Processing Specialist I provides support for desktop, peripheral, and mobile devices, as well as common-use hardware and software, including E-Gates and self-service kiosks.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides operational and technical support to clients regarding various equipment and passenger processing systems.
- Assists with ongoing maintenance and deployment of new hardware and software throughout the device life cycle.
- Provides on-site service support, installation, and configuration for all relevant devices, including E-Gates and kiosks.
- Acts as an escalation point for the Tier 2 group concerning application or hardware-related inquiries, including Microsoft Office, Windows OS, and Citrix-based solutions.
- Performs imaging of desktop and laptop computers.
- Prepares workstations by setting up and configuring laptops and desktops for end-users.
- Interfaces with hardware vendors to facilitate necessary repairs and installations for equipment.
- Answers Service Desk phone calls to assist clients during non-supported hours, providing essential technical support.
- Supports and maintain user account information, including rights, security settings, and systems group assignments as needed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A minimum of one year of Common Use support experience preferred.
- CompTIA A+ Certification
- CompTIA Network+ Certification
- MCDST - Microsoft Certified Desktop Support Technician

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of desktop support principles and practices, including troubleshooting techniques for hardware and software issues.
- Knowledge of passenger processing applications and systems, particularly E-Gates and self-service kiosks.
- Knowledge of Microsoft Office applications, Windows operating systems, and Citrix-based solutions.
- Knowledge of System Center Configuration Manager (SCCM) being an advantage.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ITS PASSENGER PROCESSING SPECIALIST II

GENERAL DESCRIPTION

Under the general direction of the Passenger Processing Manager, the ITS Passenger Processing Specialist II is an intermediate-level position that performs technical IT work on various passenger processing applications and innovation projects, managing the complexities of the Common Use and Passenger Processing environment. The ITS Passenger Processing Specialist II provides support for desktop, peripheral, and mobile devices, as well as common-use hardware and software, including E-Gates and self-service kiosks.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides operational and technical support to clients regarding various equipment and passenger processing systems to ensure smooth operations.
- Manages the ongoing maintenance and deployment of new hardware and software throughout the device lifecycle to ensure up-to-date technology.
- Provides on-site service support, installation, and configuration for all relevant devices, including E-Gates and self-service kiosks, ensuring proper functionality.
- Acts as an escalation point for the Tier 2 support group regarding application or hardware-related inquiries, including Microsoft Office, Windows OS, and Citrix-based solutions.
- Performs imaging of desktop and laptop computers.
- Prepares workstations by setting up and configuring laptops and desktops for end-users, ensuring they are ready for immediate use.
- Interfaces with hardware vendors to facilitate necessary repairs and installations for equipment, ensuring minimal disruption to operations.
- Answers Service Desk phone calls to assist clients during non-supported hours, providing essential technical support as needed.
- Supports and maintains user account information, including rights, security settings, and systems group assignments, to ensure appropriate access control.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A minimum of one year of Common Use support experience preferred.
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of desktop support principles and practices, including troubleshooting techniques for hardware and software issues.
- Knowledge of passenger processing applications and systems, particularly E-Gates and self-service kiosks.
- Knowledge of Microsoft Office applications, Windows operating systems, and Citrix-based solutions.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ITS SUPPORT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the ITS Support Specialist provides technical support for hardware and software services to the Authority. This position is tasked with supporting the resolution of basic incidents and requests under close supervision in one or more of the following areas: service desk support, desktop and peripheral support, mobile device support, application support, airline common use hardware and software support, and network support.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for internal users over the phone, email, or in-person.
- Provides prompt technical support to end-users and peers via phone, email, instant messaging, or in person while handling all communications efficiently and professionally.
- Provides timely and accurate resolutions, including troubleshooting hardware and software issues, network connectivity problems, and system errors.
- Documents all support interactions and resolutions in the ITS ticketing system, ensuring thorough and accurate record-keeping.
- Escalates unresolved issues to the appropriate ITS teams for further investigation and resolution.
- Collaborates with ITS colleagues to identify recurring issues and implement proactive solutions to prevent future incidents.
- Documents learned knowledge and resolved issues by writing and maintaining knowledge base articles to support knowledge sharing and continuous improvement within the team.
- Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.
- Delivers occasional department presentations to various audiences.
- Provides backup and support to other ITS teams as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The Authority reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic technical skills related to hardware, software, and peripheral devices which includes operating systems, applications, network technologies, and security concepts.
- Knowledge of organization and time management techniques to manage multiple tasks and prioritize effectively in a dynamic work environment.
- Knowledge of the ITIL framework and its relevance to IT service management and operations.
- Ability to collect, organize, and analyze data while employing critical thinking skills to distinguish relevant information and make logical decisions.
- Knowledge of departmental disciplines such as desktop support, mobile device management, server administration, security, audio-visual technology, or networking.

- Skill in applying new technologies, soft skills, and updated procedures to enhance performance and service delivery.
- Ability to understand and follow specific instructions, priorities, policies, and procedures for effective task execution.
- Knowledge of vulnerability identification, remediation techniques and applications relevant to IT security.
- Ability to troubleshoot supported Windows operating systems effectively.
- Knowledge and skill in troubleshooting Microsoft Office products and software installations.
- Ability to engage in creative and original thinking to solve problems and enhance processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ITS SYSTEM ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Service Delivery, the ITS System Administrator is responsible for performing professional information technology tasks, including installing and configuring systems, server hardware, and software, as well as maintaining and repairing various system-related issues. This position is expected to engage in IT technical work on server and system-related projects of limited scope and complexity while supporting the resolution of basic to intermediate work problems under close supervision.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs basic setup, installation, and configuration of operating systems, including hardware and software components.
- Creates and manages user directories and files on server platforms to ensure organized and secure access.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assists with troubleshooting, maintenance, and repair of operating systems and applications to ensure minimal disruption for users.
- Assists with backup and recovery processes to protect data integrity and ensure business continuity.
- Participates in the evaluation and recommendation of various software and hardware solutions to meet user needs and enhance operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate support of servers, systems, software, peripherals and storage technology.
- CompTIA A+, CompTIA Network+ or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Windows Server environments, server virtualization technologies, and backup and restore technologies and products.
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ITS SYSTEMS ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Services Delivery, the ITS Systems Engineer is responsible for installing and configuring systems, server hardware, and software, as well as maintaining and repairing various hardware and software issues. This position provides technical support for advanced server and system services that serve the Authority and work independently to resolve problems in areas such as servers, systems, storage, software, and peripherals. Additionally, the ITS Systems Engineer serves as an escalation point for issues that cannot be resolved by lower-tier support staff, ensuring effective problem resolution and operational efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides technical support for server hardware and software services for the Authority.
- Performs basic setup, installation, and configuration of operating systems, including both hardware and software components.
- Creates and manages user directories and files on server platforms to ensure organized and secure access.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assists with troubleshooting, maintenance, and repair of operating systems and applications, ensuring minimal disruption to users.
- Assists with backup and recovery processes to protect organizational data and ensure business continuity.
- Assists in evaluating and recommending various software and hardware solutions to meet user needs and enhance operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate support of servers, systems, software, peripherals and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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JUNIOR INFORMATION SECURITY ANALYST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Information Security Office, the Junior Information Security Analyst is responsible for supporting key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a solid understanding of current and emerging vulnerabilities and threats in the security industry, as well as key business and technological processes. The Junior Information Security Analyst performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist in establishing a mature and optimized Security Operations Center discipline to support managed security services.
- Identifies and remediates infrastructure and application vulnerabilities discovered during continuous scanning and regular penetration testing exercises and assist with risk prioritization.
- Analyzes and responds to security threats from various sources, including Firewall (FW), Antivirus (AV), Endpoint Detection and Response (EDR), Network Detection and Response (NDR), Email Security, and Cloud Security.
- Provides timely responses to clients with thorough and concise analysis and recommended actions regarding security threats.
- Conducts scanning and monitoring activities to provide in-depth visibility into potential known and unknown vulnerabilities and threats.
- Utilizes analytics tools to identify potential vulnerabilities and threats to the organization's environment.
- Detects, responds to, mitigates, and reports on cyber threats or incidents that may impact the organization's environment.
- Acts as an internal information security consultant to business and technology units, advising on risks, threats, and control practices related to Security Operations Center (SOC) assurance and response.
- Assists in the tuning of security consoles to optimize the performance and accuracy of alerts and monitoring.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree.
- Three (3) years of security knowledge and technical experience in a diverse range of IT systems – specifically with PCI compliance, logging solutions, vulnerability management solutions, Microsoft enterprise technologies, Cisco enterprise technologies, and Redhat Linux technologies, PCI compliance, logging solutions, vulnerability management solutions.
- At least one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, or CompTIA. Or equivalent combination of education, training, and experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the roles and responsibilities within a Security Operations Center (SOC), Vulnerability Management, Security Information Event Management, Threat Hunting, or Threat Intelligence teams, demonstrating a desire for long-term growth in these areas.
- Ability to analyze security issues and develop effective solutions to complex problems.
- Ability to manage multiple tasks efficiently and prioritize work in a fast-paced environment.
- Skill with Vulnerability Management technologies to identify and remediate security risks.
- Skill with Security Information Event Management (SIEM) technologies to monitor and analyze security events.
- Skill with TCP/IP networking concepts, understanding how data flows across networks.
- Knowledge of routing and access control devices to secure network infrastructure.
- Skill with various operating systems, including Linux, Windows, iOS, and network operating systems, to support diverse environments.
- Skill with Endpoint and Network Detection and Response technologies to detect and respond to threats.
- Knowledge of cloud security configuration best practices to ensure secure cloud environments.
- Ability to conduct research on emerging threats and vulnerabilities to enhance the organization's security posture.
- Skill in documenting incidents, findings, and responses to ensure clear communication and reporting.
- Ability to work independently and as part of a team, contributing to a collaborative security environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD CREDENTIALS SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Credentialing & Access Control Compliance Manager, the Lead Credentials Specialist completes various complex administrative duties relating to credentialing all Authority personnel and vendors/tenant. This role manages confidential correspondence while supporting the Credentialing and Access Control Compliance Manager. The Lead Credentials Specialist provides technical oversight to the Airport Credentials Specialist and serve as a knowledge resource to the team.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs various complex administrative and confidential functions and duties supporting the Credentialing and Access Control Compliance Manager.
- Assist in adjudicating all ID media applicants' Criminal History Records Check (CHRC) issued from the Federal Bureau of Investigations (FBI) to ensure the applicant's CHRC does not contain disqualifying information.
- Assist Aviation Authority staff and Tenant requests for Customer Border Protection approval to the Federal Inspection Services area of TPA.
- Exercises technical oversight and acts as the team lead of their respective area.
- Schedules, coordinates, and prepares meetings, meeting materials/handouts, appointments and conferences for the purposes of airport credentialing.
- Reviews and distributes detailed incoming and outgoing mail, electronic mail, correspondence, and statements for the department managers.
- Answers all questions relating to the badging and credentialing process, which includes handling sensitive security information, personally identifiable information and confidential records or information.
- Researches and responds to requests for information and assistance and determines priority status and refers to department manager, senior department manager, or other professional staff, as needed.
- Maintains accurate records of credentialing activities and ensure compliance with relevant regulations and policies.
- Assists in the development and implementation of credentialing procedures and best practices to enhance operational efficiency.

- Conducts periodic audits of credentialing records to ensure accuracy and compliance with established standards.
- Provides training and guidance to staff on credentialing policies and procedures to ensure understanding and compliance.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Four (4) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.

- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD IT PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Lead IT Project Manager is responsible for leading and coordinating technical professional resources involved in the analysis, development, coordination, implementation, and documentation of new or existing information systems. This role is critical in ensuring that effective systems controls are established to support business operations and enhance overall efficiency. The Lead IT Project Manager oversees complex project timelines, resource allocation, and budgets while facilitating effective communication among stakeholders to ensure that project objectives are met and aligned with organizational goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Oversees the formulation of project objectives and system development requirements to align with organizational goals.
- Participates directly in project development as needed, contributing technical expertise and leadership.
- Provides technical guidance and assistance to project staff to ensure the successful execution of projects.
- Monitors activities performed by project staff, ensuring that all products and documentation meet departmental standards.
- Analyzes methods of obtaining and presenting information, reviewing and evaluating alternative sources to enhance project outcomes.
- Prepares detailed specifications for information systems to guide development and implementation processes.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships.
- Develops plans for testing and implementing systems, monitoring these processes to ensure desired results are achieved.
- Facilitates work processes for staff, including projects, tasks, and resources, utilizing various methodologies such as Waterfall, Agile, and SCRUM.

- Identifies and manages project risks, implementing mitigation strategies to minimize impact on timelines and deliverables.
- Lead post-project evaluations and lessons learned sessions to improve future project planning and execution practices.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Business Management or directly related field.
- Five (5) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Project Management Professional (PMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- E-Business Suite sofware and technology related project management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of strong leadership principles, team-building techniques, employee engagement strategies, and consensus-building.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD ITS NETWORK ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of IT Infrastructure, the Lead ITS Network Engineer is responsible for overseeing and directing the IT resources involved in the installation and configuration of switches, routers, firewalls, and associated components, ensuring optimal performance and reliability of all Authority network systems. This leadership role serves as the primary authority for the planning, design, maintenance, and comprehensive monitoring of the network infrastructure, driving initiatives that align with organizational goals and industry best practices. The Lead ITS Network Engineer will independently lead high-impact network projects, fostering collaboration and innovation within the team.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Offers expert guidance and advanced technical support for networking hardware and software services across the Authority, influencing the direction of network technologies and practices.
- Designs, builds, and implements comprehensive network infrastructure solutions, including LAN, WLAN, and WAN, to meet the evolving needs of the organization while ensuring scalability and resilience.
- Establishes and maintains protocols for the continuous availability of all data network services, leading proactive performance monitoring initiatives and swiftly addressing issues to minimize downtime.
- Mentors, trains, and develops the network operations team, fostering an environment of knowledge sharing and best practices in installation, configuration, and maintenance to elevate team capabilities and performance**.**
- Oversees the troubleshooting, maintenance, and repair of the network infrastructure, ensuring high levels of reliability and performance while implementing best practices for incident response.
- Proactively investigates and addresses network capacity-related issues, leading initiatives to optimize resource utilization and enhance overall network efficiency and performance.

- Conducts comprehensive evaluations of various network infrastructure solutions, providing strategic recommendations to meet organizational needs and enhance operational effectiveness while also assessing the potential impact of emerging technologies.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD ITS SYSTEMS ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Services Delivery, the Lead ITS Systems Engineer is responsible for overseeing the strategic design, implementation, and continuous improvement of advanced systems, server hardware, and software solutions. This position provides expert-level technical guidance for mission-critical server and system services, proactively identifying and resolving complex issues that impact the organization's infrastructure. The Lead ITS Systems Engineer plays a vital role in developing and mentoring technical teams, serving as the primary escalation point for intricate challenges and ensuring swift, effective resolutions. Furthermore, this role engages with senior leadership and cross-functional teams to define and implement best practices, enhancing operational efficiency and aligning technology initiatives with broader organizational goals.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strategic oversight and expert-level technical guidance for advanced server hardware and software services across the Authority, ensuring optimal performance, reliability, and alignment with organizational goals.
- Champions the design, implementation, and continuous improvement of operating systems and associated hardware and software components, establishing best practices and frameworks for system architecture.
- Develops and enforces policies for user directory management and permissions on server platforms, ensuring organized, secure access that complies with regulatory and organizational standards.
- Proactively monitors, diagnoses, and resolves complex operating system challenges, leveraging innovative troubleshooting methodologies to enhance system performance and reliability.
- Directs and mentors teams in troubleshooting, maintaining, and repairing operating systems and applications, ensuring minimal disruption and an exceptional user experience across the organization.
- Leads the development and implementation of comprehensive backup and recovery strategies to protect organizational data, ensuring business continuity and resilience against disruptions.

- Conducts thorough evaluations and makes strategic recommendations for advanced software and hardware solutions to address user needs, drive operational efficiency, and support the organization's long-term technological vision.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of servers, systems, software, peripherals and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.

- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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LEADERSHIP AND EMPLOYEE DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Leadership & Employee Development, the Leadership & Employee Development Manager plays a vital role in enhancing the organization's retention, growth, and succession strategies. The Leadership & Employee Development Manager utilizes their functional expertise and strategic thinking abilities to build and sustain an unparalleled development program. The manager will actively promote the organization's values by incorporating them into all learning and development programs, fostering a culture of continuous improvement and empowerment for individual leaders and their teams.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Designs, develops, implements, and maintains the organization’s annual performance appraisal system, leadership and employee development program, and effective succession planning initiatives.
- Makes process and system enhancements recommendations to ensure an effective performance management program.
- Oversees the creation of e-learning courses, career plans, workshops, and other training modalities to support employee development.
- Collaborates with other departments to develop a functional and engaging content library as a core learning resource.
- Provides departmental coaching to promote and sustain a positive organizational culture.
- Works closely with other Human Resources (HR) professionals to understand the employee life cycle and recommend process improvements.
- Develops and empowers individual leaders to cultivate their teams and future leaders.
- Conducts follow-up studies on completed training programs to evaluate and measure their effectiveness.
- Advocates for the organization’s values and creatively incorporate them into all learning and development initiatives.
- Stays informed about multi-industry trends to position the organization as a benchmark for training excellence.
- Consults with HR department leadership on annual budgeting related to training and development.

- Analyzes training feedback and performance data to continuously improve learning programs.
- Fosters an environment of continuous learning and improvement across the organization.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Capital, Industrial or Organizational Psychology, Training, Development, or related educational track.
- Four (4) years of experience Implementing, utilizing, and maintaining learning management and performance management technology.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Suite and other training and development platforms.
- Knowledge of adult learning principles, training methodologies, and development strategies to enhance employee skills and capabilities.

- Knowledge of HR principles, practices, and trends, particularly in leadership development, employee engagement, and succession planning.
- Knowledge of performance measurement systems and goal-setting processes to enhance individual and team performance.
- Knowledge of organizational development theories, strategies, and best practices to drive positive organizational change and growth.
- Knowledge of change management principles, enabling effective navigation and leadership through organizational transitions.
- Knowledge of leadership theories and the ability to inspire, motivate teams, and foster a positive work environment.
- Skill in planning, executing, and evaluating organizational development initiatives, including budgeting and resource allocation.
- Skills in analyzing and problem-solving, with the ability to identify issues, analyze data, and implement innovative solutions.
- Ability to use learning management systems and other technology tools relevant to training and development.
- Ability to command respect and positively influence others, exhibiting leadership presence within the organization.
- Ability to work effectively in a diverse and inclusive environment, demonstrating awareness and sensitivity to cultural differences.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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LEGAL INTERN

GENERAL DESCRIPTION

Under the general direction of an Assistant General Counsel, the Legal Intern assists the legal team in various tasks related to legal research, document preparation, and case management. The intern conducts research on legal issues, drafts memos and briefs, and helps organize case files while adhering to confidentiality and ethical standards. Additionally, the Legal Intern participates in team meetings, gaining insights into legal practices and procedures while developing essential skills for their future career in law.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with legal research on various topics and issues to support ongoing cases and projects.
- Drafts and prepares legal documents, memos, and correspondence under the guidance of supervising attorneys.
- Organizes and maintains case files, ensuring all documents are accurately filed and easily accessible.
- Attends team meetings and takes notes, summarizing key discussions and action items for follow-up.
- Reviews and summarizes legal materials, including contracts, briefs, and other documentation.
- Supports the legal team in preparing for hearings, depositions, or meetings by compiling relevant information and materials.
- Assists with administrative tasks, such as scheduling meetings and managing calendars for legal staff.
- Participates in training sessions and workshops to enhance legal knowledge and skills.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled in an accredited college or university in Law, Public or Business Administration, or a related field.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proficient in using Windows and Microsoft Office Software (Word, Excel, Projects, and Outlook).

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of laws relevant to aviation operations.
- Knowledge of professional standards and practices to demonstrate a positive and professional image in all interactions.
- Knowledge of Microsoft Office Suite (Word, Excel, Projects, and Outlook).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LOST AND FOUND PROPERTY CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Lost and Found Property Control Coordinator is responsible for the efficient handling, cataloging, and return of lost items to their rightful owners at the Authority. This position requires a detail-oriented individual who can effectively coordinate with various airport departments and utilize technology for tracking lost items. The Coordinator also provides exceptional customer service, ensuring that passengers are kept informed throughout the retrieval process while maintaining compliance with airport and airline policies regarding lost and found operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Receives, documents, and categorizes lost items promptly, ensuring accurate records are maintained for each item that enters the lost and found department.
- Utilizes database systems to track and log lost items, maintaining an organized inventory that allows for efficient retrieval and matching with reported lost items.
- Liaises with airport staff, security, airlines, and passengers to facilitate the return of lost items.
- Provides exceptional customer service by responding promptly to inquiries and keeping individuals informed throughout the retrieval process.
- Generates reports detailing the status of lost items, trends in lost property, and any improvements needed in the lost and found process.
- Ensures compliance with airport and airline policies regarding the handling, storage, and disposal of lost items.
- Follows established procedures for the safekeeping and eventual disposal of unclaimed items.
- Works closely with airport authorities, security personnel, and relevant departments to enhance the efficiency of lost and found operations.
- Identifies areas for process enhancement, suggest improvements, and implement best practices to streamline the lost and found procedures.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in customer service and/ or inventory management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules governing the Lost and Found area to ensure compliance and effective operations.
- Knowledge of data management techniques and inventory control, enabling accurate tracking and cataloging of lost items.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Pushing, pulling and/or dragging, bending, stooping & reaching overhead

- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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MAINTENANCE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Maintenance Project Manager manages both complex, large-scale capital projects and smaller maintenance refurbishment initiatives. This position coordinates project scopes, schedules, and resources while providing high-level technical support throughout all project phases, including design planning and construction oversight. The Maintenance Project Manager also manages contracts, ensures regulatory compliance, and monitors budgets. Additionally, the position involves collaboration with various departments and stakeholders, problem-solving to address operational challenges, and analyzing utility data to support sustainability initiatives and enhance operational efficiencies.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project schedules and allocate resources effectively to meet deadlines.
- Implements best practices in project management to improve processes and outcomes.
- Provides high-level technical support throughout all project phases, including design planning, construction oversight, and closeout.
- Prepares contract drafts, requests for proposals, and related documentation for projects.
- Ensures compliance with Authority Construction Program requirements, regulations, and procedures.
- Identifies and resolves project management, administrative, and operational issues to maintain project flow.
- Analyzes utility costs and consumption data to forecast budgets and enhance operational efficiencies.
- Conducts regular project status meetings to communicate updates and address concerns with stakeholders.
- Trains and mentors junior staff or project team members as needed.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Engineering, Construction Management, or related field.
- Three (3) years experience in project management, construction management, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management theory, techniques, and tools.
- Knowledge of mechanical and electrical systems related to central energy plants and large commercial facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking and sitting up to 6 hours per day.
- Occasional bending & stooping.
- Continuous typing.
- Continuous use of car/ light truck.

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

MARKETING COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Digital Marketing & Strategy, the Marketing Coordinator is responsible for providing daily support for various marketing initiatives and managing community events, including participation in outreach events and parades as well as the procurement of promotional items. This role oversees the purchasing process for promotional materials, managing inventory, and coordinating logistics for marketing-funded events. The coordinator also assists with advertising campaigns and marketing projects, ensuring alignment with brand standards and budget constraints, while fostering strong relationships with vendors and stakeholders to enhance the Authority's community presence.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Manages all aspects of the purchasing process for promotional items for the Authority, including tracking inventory, processing requests, and maintaining internal client and vendor relationships.
- Coordinates the gathering of quotes and samples for promotional items, ensuring all creative materials meet brand standards before procurement.
- Oversees the distribution of promotional items, ensuring that all purchases and forecasts stay within established budget limits.
- Organizes and manages marketing-funded community events, such as parades, pride events, and festivals, to achieve strategic marketing strategies via community engagement.
- Coordinates logistics for large on-site events, ensuring smooth execution and participant satisfaction.
- Assists with marketing initiatives and advertising campaigns by producing on-site signage, managing sweepstakes, placing purchase orders and handling invoices, and coordinating execution of campaigns.
- Responds to inquiries and provides assistance to staff and the public regarding marketing initiatives, promotional items, and community events.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience providing administrative support, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of purchasing processes and inventory management related to promotional items, ensuring compliance with organizational standards.
- Knowledge of marketing principles and practices, particularly in relation to community engagement and promotional strategies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day

- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck.

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MARKETING EVENTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs and Partnerships , the Marketing Events Manager is responsible for overseeing the planning, coordination, and supervision of marketing-related events and initiatives. This role involves managing a cross-departmental team of administrative, technical, and clerical staff as well as vendors to ensure successful execution of programs and services that enhance the Authority's community engagement and brand visibility. The Marketing Events Manager develops and implements strategies to meet organizational goals, allocate resources effectively, and ensure compliance with relevant policies and standards while fostering a collaborative environment within the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive events strategy to promote the Authority's services and facilities.
- Plans and executes events of all sizes, promotional activities and community outreach programs for the Authority.
- Manages the day-to-day operations of events for the Marketing & Communications team as well as for other Authority departments as needed, coordinating and administering assigned programs and resources effectively.
- Manages meetings and events from conception to execution, ensuring all aspects are running smoothly.
- Researches and contracts with appropriate vendors, assures Risk Management compliance, coordinates logistics, and processes payments.
- Plans, schedules and manages in-terminal entertainment in keeping with established budgets.
- Manages installation of holiday decorations at TPA, including oversight of contract and vendor.
- Monitors the budget for Marketing events, ensuring effective control of expenses and alignment with financial goals.
- Coordinates with other departments and external agencies to ensure efficient communication and service delivery for events.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Events Management, or related field.
- Three (3) years experience managing and/or planning events, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of marketing principles and practices, particularly in relation to community engagement and promotional strategies.
- Knowledge of procurement processes related to promotional items, including vendor management and contract compliance.
- Knowledge of community relations and outreach strategies to promote the Authority's initiatives and enhance public engagement.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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MARKETING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs & Partnerships, the Marketing Manager is responsible for maintaining well-organized, efficient, and effective project and program management. The role focuses on understanding and executing effective strategies in marketing art, and community engagement. Collaborating closely with diverse community partners and airport departments throughout the Authority, the Marketing Manager oversees several significant ongoing projects, while simultaneously completing other assignments.

Ability to work in dynamic environments with varying schedules and shifts including occasional nights and weekends as needed.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the Call for Artists process, selection, installation, and maintenance of public art by collaborating with the Public Art Selection Committee, Planning & Development, Procurement, Legal, and Operations departments.
- Oversees the Authority's rotating art exhibit program, evaluating opportunities and value to the community, TPA patrons and employees. Negotiates, curates and installs temporary exhibits that align with the airport's policies and strategic objectives in order to build positive relationships with the art community and provide a variety of opportunities for the traveling public to engage in artistic excellence while simultaneously enhancing the Airport environment.
- Assists with identifying and negotiating in-kind sponsorship agreements with community entitiesto enhance the airport's community engagement efforts by showcasing community events, cultural or sporting event or programs important to the Tampa Bay region and then activating community awareness programs throughout the Airport.
- Coordinates the planning and execution of the Authority's annual "5K on the Runway" community outreach and fundraising event for United Way Suncoast, ensuring all logistics and marketing efforts are managed effectively.
- Coordinates the planning and execution of the Authority's annual Employee Giving Campaign, ensuring all logistics and marketing efforts are managed effectively. Serves as the primary contact for United Way Suncoast.

- Assists in creating and implementing marketing strategies based on the Authority's goals and community engagement initiatives. Identifies and manages other Marketing Department projects as needed.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Marketing, Communications, Public Relations, Art, or related field.
- Three (3) years of experience in marketing, project management or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience buying or selling media.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project or program management principles and best practices, particularly as they relate to marketing initiatives and community engagement.

- Knowledge of the principles of marketing, branding, and public relations, with a strong orientation towards enhancing customer experiences.
- Knowledge of public art programs and appreciation for artistic initiatives, enabling effective management of related projects and collaborations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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MARKETING MEDIA PRODUCER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy & User Experience, the Marketing Media Producer serves as a key member of the Authority's Design Studio, responsible for delivering high-quality photographic, video production, and audio/visual support services to a diverse range of internal and external clients. This position uses technical expertise and creative sensibility to develop visually compelling media that enhances the Authority's brand. The Marketing Media Producer manages all aspects of media production, from concept and scripting to filming, editing, and final presentation, while ensuring alignment with the HCAA branding standards and objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes the complete production process for training, promotional, and other videos, from scripting and video capture to final editing and presentation.
- Captures, edits, and converts digital photographs and recordings, ensuring proper export formats for various mediums, including print, social media, and web platforms.
- Builds and maintains an organized image and video library, managing its content for easy access and retrieval by stakeholders.
- Works closely with the Marketing & Communications and Design Studio teams to successfully complete multi-level projects that align with departmental goals.
- Provides creative and technical support for staff and community events, including video capture, photography, and audio/visual setup and troubleshooting.
- Performs minor repairs and routine maintenance on production equipment to ensure optimal functionality.
- Makes purchasing recommendations for new equipment and supplies to enhance production capabilities and efficiency.
- Reviews and approves onsite video and photography requests from external entities, ensuring alignment with brand standards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Marketing, Media Production, Photography, or related field.
- Three (3) years experience in design, videography, video editing, and photography, including workflow, equipment, creative techniques, technical expertise and delivery formats.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of photographic and video production techniques, including familiarity with different formats for print, social media, and web placement.
- Knowledge of audio/visual equipment and software used in the production and editing processes to ensure high-quality outputs.
- Knowledge of current trends in videography and photography, enabling the application of innovative techniques and ideas in marketing initiatives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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MATERIALS MANAGEMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Non-Capital Programs and Materials Management, the Materials Management Manager is responsible for overseeing administrative and warehouse duties related to property and inventory control of organizational assets. The manager has a deep understanding of warehouse and inventory principles, including Supply Chain Management (SCM), along with proficiency in relevant software applications for inventory management and tracking. The Materials Management Manager is expected to multitask efficiently, prioritize effectively, and contribute to a collaborative work environment to achieve organizational goals.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements effective SCM strategies and practices to optimize resources.
- Oversees inventory control and maintains the security of the inventory located in Authority Warehouses
- Oversees the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.
- Keep inventory control systems up to date and plan future warehouse capacity requirements.
- Oversees the Authority's Fuel Management System, including monthly reporting, and issues.
- Oversees the attic stock program.
- Oversee the receiving and disposal of surplus stock, including the preparation of Board Documents.
- Oversee Materials Management Key Performance Indicators (KPIs), including Days to Replenish and Daily Receipts.
- Responsible for titling, registration and signing for all Fleet vehicles and trailers on behalf of the Authority.
- Prepares clear and concise reports, emails, and presentations to inform and update relevant parties.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Four (4) years experience warehousing, procurement, SCM, and/or property control.
- or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Forklift Certified.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of supplier management practices to optimize resources and enhance procurement efficiency.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing.
- Occasional use of car/light truck
- Continuous computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

OPERATIONS PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Operations Projects Manager is responsible for leading the development, implementation, and continuous improvement of operational standards across airfield and terminal environments. This role ensures regulatory compliance, enhances operational efficiency, and drives forward-thinking initiatives that elevate the overall passenger experience. The position bridges compliance with innovation, working closely with Airfield, Terminal, Guest Experience, the Airport Operations Center, Safety, and the Security Operations teams to deliver safe, secure, efficient, and customer-centric airport operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Compiles monthly, annual and special reports for strategic plans, special operation plans, KPIs (tracking metrics), organizational flight plans, and department driven initiatives.
- Identifies areas for improvement in departmental processes and recommending solutions to enhance efficiency and effectiveness.
- Standardizes and maintains up-to-date standard operating procedures (SOPs or Operational Guides), manuals, and compliance documentation across the Operations Department.
- Ensures all Job Qualification Requirements (JQR) training curriculum, materials, and records are consistent throughout the department.
- Intensifies operational improvement initiatives leveraging technology, data analytics, and industry best practices.
- Provides Continuity of Operations (CONOPS) and Operational Readiness, Activation, and Transition (ORAT) programs following major construction projects, new equipment installation, and new software integration.
- Develops and lead training courses within Operations.
- Ensures records, reports, operations standards and procedures are updated and accurate.
- Collaborates with the Airport Police and Security Operations team for TSA security requirements specific to Operations and CFR Part 1542, and other applicable federal, state, and local policies.
- Leads operational improvement initiatives leveraging technology, data analytics, and industry best practices.
- Researches, pilots, and implements innovative solutions to enhance operational efficiency and resiliency.

- Facilitates cross-functional workshops to drive problem-solving and collaborative innovation.
- Represents the Operations Department for technical committees, research initiatives, development projects, and cross-functional working groups.
- Conducts audits of airfield inspections, records, and training materials.
- Liaise with regulatory agencies during inspections, audits, and incident investigations; follow up on findings and corrective action plans.
- Supports sustainability initiatives related to airport operations (e.g., energy-efficient systems, green operations policies).
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

-

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation Management Airport Operations, Transportation, Engineering, or related field.
- Five (5) years experience in airport operations, aviation management or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

Preferred Quals

- Master's degree preferred
- AAAE accreditation (CM, ACE, or AAE) or equivalent certification.
- Experience with airside and landside operations at a large-hub airport.
- Familiarity with airport operations dispatch roles and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety standards and practices, with the ability to conduct regular safety audits, inspections, and assessments to enhance safety protocols.
- Knowledge of FAA Part 139, TSA 1542.
- Ability to identify issues, analyze data, and implement innovative solutions.
- Skill and ability working in large, complex organizations, such as airport environments or governmental agencies, developing and implementing changes.
- Organizational, leadership, and project management skills.
- Ability to implement operational improvements and lead cross-functional teams.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PAYROLL OPERATIONS FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Payroll Operations Finance Manager oversees payroll for the Authority while interpreting and communicating relevant regulations and procedures. The role represents the Authority's payroll section at various meetings, ensuring effective liaison with external agencies and internal departments to maintain compliance with federal and state regulations. The manager is responsible for formulating and implementing system solutions to enhance payroll efficiency, establishing administrative policies, and maintaining accurate payroll general ledger accounts and historical records. Additionally, they coordinate with various stakeholders to provide solutions and resolve conflicts, ensuring smooth operational processes.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and administers the payroll process for the Authority.
- Researches and advises Finance, Human Resources and senior management on legal payroll compliance issues.
- Interprets and communicates applicable regulations, requirements, and procedures; represents the Authority and the payroll section at meetings, functions, and events.
- Maintains compliance with rules and regulations with federal and state agencies. Acts as a liaison to coordinate with external agencies and departments within the Authority to ensure efficient communication and services.
- Formulates, implements, and maintains complex system solutions and procedures to improve the operational efficiency and effectiveness of the payroll process.
- Establishes and maintains payroll general ledger accounts through analysis and reconciliation.
- Maintain historical payroll records for the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Four (4) years experience in accounting, finance or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in public sector payroll processing, taxation and reporting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers Compensation laws.

- Knowledge of accounting principles, particularly as they relate to payroll and financial reporting.
- Knowledge of payroll software and systems (e.g., ADP, Paychex, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism**.**

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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PLANNING & DEVELOPMENT INTERN

GENERAL DESCRIPTION

Under the general direction of the BIM/CAD Manager, the Planning & Development Intern is responsible for supporting the Authority's development of the utility atlas. These duties include digitizing Geographic Information System (GIS) maps, entering metadata to feature layers, and verifying the location and accuracy of utilities in maps using ArcGIS Pro and/or ArcGIS online software. The intern performs tasks such as digitalization of points, lines and polygons, and entering construction document information into GIS feature layers, overlaying construction documents and GIS data for the location of features assessment, etc.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Works with the Computer-Aided Design (CAD) and GIS team.
- Supports CAD-GIS duties related to the development of the utilities atlas.
- Reads construction documents and extract information to feature layers.
- QA/QC utilities disciplines.
- Works with diverse staff in working groups focused on CAD and GIS.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.

- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Currently enrolled in an accredited college or university environmental sciences (GIS), engineering architecture (CAD), or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE CAPTAIN

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety & Security, the Police Captain is responsible for directing and supervising the operational activities of the Public Safety and Security Department. This position oversees a team of police officers, ensuring compliance with federal, state, and local laws as well as Authority regulations. The Police Captain plays a crucial role in managing law enforcement operations, conducting investigations, and maintaining public safety, while also serving as a key liaison with external agencies and stakeholders. Strong leadership, quick decision-making abilities, and a commitment to maintaining safety and security are essential for success in this role.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and manages subordinate staff on assigned shifts by scheduling, assigning duties, reviewing work, and providing training and performance evaluations.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and evaluates investigative reports for accuracy and completeness, taking command of complex investigations when necessary.
- Advises personnel on changes in laws, regulations, and policies, ensuring all team members are informed and compliant.
- Assists in formulating departmental policies and procedures, contributing to the continuous improvement of operational practices.
- Conducts periodic project status meetings with staff to discuss operational issues, performance, and resource needs related to traffic management.
- Communicates regularly with the Chief of Police to provide updates on unit operations, challenges, and future needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.

- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.
- Experience as a lieutenant or higher rank in a municipal, county or special district police department.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Criminal Justice, Law, or other related field.
- Special consideration will be given to graduates of the Federal Bureau of Investigations National Academy, Southern Police Institute, or similar executive command academy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.

- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE CORPORAL

GENERAL DESCRIPTION

Under the general direction of the Police Lieutenant, the Police Corporal performs law enforcement duties to protect Authority property, facilities, personnel, and the general public at Tampa International Airport. This position involves supervising and mentoring subordinate personnel, enforcing Authority regulations as well as federal, state, and local laws. The Corporal is responsible for conducting investigations, addressing a range of incidents, including disturbances, traffic accidents, and emergencies, offering assistance and documenting related reports. This role demands a deep commitment to public safety, exceptional communication skills, and the capacity to maintain composure under pressure, all while ensuring adherence to legal and operational protocols..

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.

- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Assists superior officers in evaluating and assigning officers to patrol areas.
- Plans, organizes, and supervises the work of others as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience as a Law Enforcement Officer.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Law, or a related field.
- Previous supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures.
- Knowledge of civil and criminal laws, police and Aviation Authority rules, regulations, and standard operating procedures.
- Knowledge of traffic accident control measures and investigation methods and techniques.
- Skill in the use and care of firearms and other law enforcement-related equipment.
- Ability to make effective decisions calmly and quickly in an emergency or hazardous situation.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to follow established procedures and pay close attention to detail.
- Ability to work with antagonistic persons or with the public under adverse conditions.
- Ability to safely operate a motor vehicle.
- Ability to use a computer and related software.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging

- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE LIEUTENANT

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Police Lieutenant performs managerial duties related to the operational activities of the Public Safety and Security Department. This position is responsible for supervising and guiding a team of police officers, ensuring the enforcement of federal, state, and local laws as well as Authority regulations. The Police Lieutenant coordinates patrol assignments, manages investigations, and provides training and support to staff while acting as a key liaison between the department and external agencies. The role requires strong leadership skills, quick decision-making abilities, and a commitment to maintaining public safety and security at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.

- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and manages subordinate staff on assigned shifts by scheduling, assigning duties, reviewing work, and providing training and performance evaluations.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and evaluates investigative reports for accuracy and completeness, taking command of complex investigations when necessary.
- Advises personnel on changes in laws, regulations, and policies, ensuring all team members are informed and compliant.
- Assists in formulating departmental policies and procedures, contributing to the continuous improvement of operational practices.
- Conducts periodic project status meetings with staff to discuss operational issues, performance, and resource needs related to traffic management.
- Communicates regularly with the Chief of Police to provide updates on unit operations, challenges, and future needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.
- Two (2) years continuous service at the rank of sergeant with the Tampa International Airport Police.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE OFFICER

GENERAL DESCRIPTION

Under the general direction of a Police Sergeant, the Police Officer performs law enforcement duties to protect Authority property, facilities, personnel, and the general public at Tampa International Airport. This role involves enforcing Authority regulations as well as federal, state, and local laws. The Police Officer addresses a range of incidents, including disturbances, traffic accidents, and emergencies, offering assistance and documenting related reports. This role demands a deep commitment to public safety, exceptional communication skills, and the capacity to maintain composure under pressure, all while ensuring adherence to legal and operational protocols..

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.

- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years verified work experience
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Criminal Justice, Law, or related field.
- Two (2) years experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging

- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE SERGEANT

GENERAL DESCRIPTION

Under the general direction of a Police Lieutenant, the Police Sergeant performs supervisory duties related to the operational activities of a squad of airport police officers at Tampa International Airport. This role involves enforcing Authority regulations as well as federal, state, and local laws, while overseeing the activities of uniformed officers. The Police Sergeant is responsible for reviewing reports for accuracy, inspecting equipment and personnel appearance, and taking charge of major criminal investigations until relieved by a superior officer. This position requires strong leadership skills and the ability to make quick decisions in high-pressure situations to ensure the safety and security of the airport community.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.

- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and assign duties to a squad of uniformed officers, ensuring that tasks are executed efficiently and effectively.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and assesses reports submitted by subordinate personnel for accuracy and completeness, providing feedback and guidance as necessary.
- Conducts facility inspections to identify safety hazards and compliance issues, ensuring a secure environment for staff and the public.
- Takes charge of major criminal investigations, coordinating efforts until relieved by a superior officer, and ensuring thorough documentation of findings.
- Attends and participates in meetings, providing input on operational issues and collaborating with other departments on safety and security initiatives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.

- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Law, or related field.
- Continuous service at the rank of corporal with the Tampa International Airport Police.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Knowledge of court procedures.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.

- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROCUREMENT AGENT

GENERAL DESCRIPTION

Under the general direction of a Senior Manager in Procurement, the Procurement Agent is responsible for managing procurement activities and contractual projects across various categories, including commodities, professional services, construction, and information technology. This role involves conducting research and developing documents necessary for procuring goods and services through various solicitation methods such as competitive solicitations, government cooperatives, sole source, standardization, and quotes. The Procurement Agent also develops and negotiates contracts, reviews requisitions, and processes purchase orders, ensuring compliance with established standards.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs research and document development to procure goods and/or services utilizing competitive solicitations such as Invitation to Bid (ITB), Reverse Auction (RA), Request for Proposal (RFP), Invitation to Negotiate (ITN) and Request for Qualifications (RFQ), sole source, government cooperative contracts, standardization, and Invitation to Quote (ITQ).
- Analyzes cost proposals and financial data and prepares detailed management reports.
- Negotiates and develops contracts and ITB, RA, RFP, ITN, and RFQ solicitation documents,, as well as coordinates and facilitates the ITB, RA, RFP, ITN, and RFQ through governing Board of approval.
- Reviews and processes requisitions, purchase orders and purchasing card payments.
- Analyzes contract terms and conditions and develops and processes change orders, amendments, and renewals, as needed.
- Utilizes contract administration software program and Enterprise Resource Planning (ERP) system.
- Analyzes cost proposals, financial data and prepares detailed management reports.
- Prepares Board documents.
- Coordinates and oversees all meetings related to solicitations.
- Facilitates the bid and technical evaluation processes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Management, Public Administration or related field.
- Three (3) years experience in formal contracting and procurement of goods/services.
- Or equivalent combination of education, training, and experience.
- Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) within 18 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional in Supply Management (CPSM).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Experience utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROCUREMENT PROGRAMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Non-Capital Programs & Materials Management, the Procurement Programs Manager is responsible for overseeing operational processes, contract compliance, and supplier relationship management within the procurement department. This role involves developing and managing a Supplier Relationship Management program, tracking supplier performance, and ensuring adherence to contract compliance. The position also oversees the Purchasing Card Program, focusing on improving efficiencies and providing training to both internal and external stakeholders.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Supplier Relationship Management and Contract Compliance:

- Develop, implement, and manage a Supplier Relationship Management and contract compliance program.
- Create and manage processes for tracking supplier performance and ensuring contract compliance.
- Provide training to internal and external stakeholders on contract compliance procedures.
- Address supplier non-compliance issues in collaboration with internal stakeholders.
- Regularly audits and reviews the contracts database to ensure that the files are accurate and complete.

Purchasing Card Program

- Oversee the Purchasing Card Program including, but not limited to, improving program efficiencies, corporate account liaison, managing PCard accounts, Program training, Program compliance, new product analysis and implementation, process development, and annual review of S410.25 Procurement - Purchasing Cards.

Procurement Process Improvement:

- Analyze areas for efficiency improvements, such as ePayment and eCommerce solutions.
- Maximize supplier discounts and rebates.
- Facilitate onboarding of new team members and departments.
- Manage relationships with suppliers to enhance efficiency.
- Research and implement industry best practices by participating in procurement award applications.
- Pursue recognition through awards such as the FAPPO Award of Excellence and the NIGP Procurement Agency Excellence Award.
- Ensure adherence to quality standards through accreditation processes.
- Provide guidance and direction to Procurement leadership on new initiatives.
- Support the implementation of sustainability and green procurement initiatives.
- Undertake special projects assigned by management.
- Manages updates to the Procurement Department's internet pages and intranet pages.

Procurement Training Development:

- Develop internal and external training opportunities, including face-to-face, online, written guides, and virtual training sessions.
- Ensure training materials align with professional standards and organizational goals.

Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Public Administration, or related field.
- Four (4) years experience in contract compliance, program development, or in the public (government) or private sectors.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional Public Buyer (CPPB).
- Certified Public Procurement Officer (CPPO).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Project Management Professional (PMP) and/or Certified Associate in Project Management (CAPM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of supplier management practices to optimize resources and enhance procurement efficiency.
- Awareness of current trends, benchmarks, and best practices in procurement and supply chain management.
- Knowledge of adult learning principles and training methodologies for designing and delivering effective procurement training programs.
- Understanding of project management concepts, including planning, execution, and evaluation.
- Strong verbal and written communication skills for conveying complex procurement concepts clearly and effectively to various stakeholders.
- Ability to analyze data, identify trends, and make data-driven decisions to improve procurement processes and performance.
- Skill in identifying procurement challenges, developing creative solutions, and implementing corrective actions.
- Ability to provide direction, guidance, and support to procurement team members and stakeholders.
- Ability to facilitate organizational change and effectively manage transitions within the procurement function.
- Capacity to adapt to changing priorities, requirements, and circumstances in a dynamic procurement environment.
- Ability to pay close attention to detail and ensure accuracy in contract documents, procurement processes, and supplier communications.
- Skill in prioritizing tasks, managing multiple projects simultaneously, and meeting deadlines.
- Commitment to upholding ethical standards and integrity in procurement practices and supplier relationships.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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

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

PROGRAM MANAGER

GENERAL DESCRIPTION

Reporting to the Senior Manager of Technology Program Management Office, the Program Manager is responsible for leading and orchestrating complex programs and projects within the enterprise application landscape. This role is critical in driving the successful analysis, development, implementation, and continuous improvement of new and existing enterprise information systems that underpin core business operations.

The Program Manager will work closely with teams, business stakeholders, and vendors to translate strategic objectives into actionable plans. They will oversee program roadmaps, manage intricate timelines, allocate and manage resources effectively across multiple projects, and control program budgets.

This position requires a strong understanding of program management principles and proven expertise in managing complex initiatives. The Program Manager will facilitate clear and consistent communication among all stakeholders, proactively identify and mitigate program risks and dependencies, and drive programs to successful completion in alignment with organizational goals and the vision of the ITS team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop and manage comprehensive program roadmaps and execution plans for enterprise application initiatives, coordinating requirements, budgets, tasks, cross-functional dependencies, and resources to ensure program integrity and strategic alignment.

- Drive the definition of program objectives and system requirements for enterprise applications, ensuring they align with overall IT strategy and organizational goals.
- Provide leadership throughout the program lifecycle, actively participating in planning, problem-solving, and decision-making as needed.
- Offer guidance and support to project teams involved in enterprise application development and implementation to ensure successful execution and adherence to standards.
- Monitor and assess the activities and deliverables produced by program teams, ensuring all products and documentation meet departmental and enterprise standards.
- Analyze and evaluate alternative solutions and approaches for enterprise application development and integration, recommending optimal strategies to enhance program outcomes.
- Oversee the preparation and review of detailed specifications and documentation for enterprise information systems to guide development and implementation processes effectively.
- Analyze the operational impact of new or modified enterprise applications on existing systems, infrastructure, business processes, and user experiences.
- Develop and monitor comprehensive testing and deployment plans for enterprise applications, ensuring successful implementation and desired business results are achieved.
- Facilitate program management methodologies (e.g., Waterfall, Agile, Hybrid, Scrum) to optimize workflows, manage backlogs, and ensure efficient execution by teams.
- Identify, assess, and manage program risks and dependencies across interconnected enterprise application projects and programs, implementing proactive mitigation strategies to minimize impact on delivery and timelines.
- Lead post-implementation reviews and lessons learned sessions to capture insights on challenges, successes, and areas for improvement in future enterprise application programs.
- Organizational and ITS Strategic Plan program alignment.
- Manage vendors and contract milestone compliance.
- Develop and Implement Change Management strategy for program and projects.
- Evaluating and driving IT strategy and roadmap.
- Data entry and use of Program Portfolio Management System (PPMS)
- Drive Key Performance Indicators and Metrics for Program health.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Business Management or directly related field.
- Five (5) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Or equivalent combination of education, training, and experience.
- Project Management Professional (PMP) certification must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prosci Change Management Certification
- Scrum Master Certification

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of strong leadership principles, team-building techniques, employee engagement strategies, and consensus-building.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECTS AND GRANTS FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Capital Programs, the Projects and Grants Finance Manager oversees project financial administration and third-party grant funding. Manages a team responsible for financial oversight, project payments, and fixed asset management while closely collaborating with the Florida Department of Transportation and the local office of the Federal Aviation Administration on grant billing and closeouts. These efforts ensure effective administrative oversight and regulatory compliance for project finances.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Takes ownership of the capital projects and fixed assets accounting systems, along with the cash management system, serving as the lead expert and change agent to enhance utilization, as necessary.
- Oversees project tracking and independently communicates any deviations from approved budgets, amendments, and change orders to the Board and Development Committee.
- Ensures administrative oversight and compliance with federal and state grant guidelines, including billings, reconciliations, grant close-outs, and reporting.
- Manages compliance with transaction authorities (K-9, LEO, TSA Baggage, and In-Line Baggage) for audit purposes, including billings, reconciliations, and reporting.
- Collaborates closely with the Office for FDOT and the Orlando FAA Airport District Office regarding third-party project grant funding management.
- Processes and files Passenger Facility Charge (PFC) report and application close-outs, ensuring timely publication of the report on the Authority website.
- Reviews all initial and revised capital budgets from other departments for accuracy and approvals before presenting to the Development Committee.
- Prepares final capital budgets for capital projects that are ready for closeout, ensuring alignment with overall financial strategies.
- Provides guidance related to internal and external funding sources for capital budgets, including analysis of eligible costs for grants, PFCs, and bonds.
- Supplies necessary project cost data to Project Directors to ensure all projects remain within budget constraints.

- Manages and produces the Recognized Net Investment schedule and Schedule 6 in the budget, estimating capital improvement project expenditures and funding sources for future years, included in the annual budget publication.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Finance, Accounting, Business/Public Administration or related field.
- Four (4) years experience within a government agency.
- Two (2) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a current Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in aviation sector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport capital budget cycles and the regulations governing federal and state grant programs related to airport operations and facilities.
- Knowledge of Capital Improvement Programs, including various funding sources, project payments, and fixed assets management practices.
- Skill in leadership and team management, fostering a collaborative and productive work environment among financial teams.
- Skill in effective presentation, capable of conveying complex financial information to diverse audiences.
- Ability to manage workloads efficiently within a rapidly changing work environment, adapting to new challenges and priorities.
- Ability to produce and manage critical financial reports.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting
- Continuous typing
- Continuous computer monitoring

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECTS CONTROL SENIOR ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Projects Control Senior Analyst performs project control management functions by reviewing and processing work orders, invoices, and payments, while ensuring that change orders are appropriately processed and updated. This position requires considerable independent judgment and the ability to multitask effectively in a fast-paced environment. Additionally, the individual works with various software applications to identify improvements and optimize processes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews Project and O&M design invoices (40-60 monthly) and enforces compliance with Authority Policy and Procedures.
- Retrieves all design W/MBE forms and saves for packaging.
- Reviews and processes design or project control management functions by reviewing and processing work orders, invoices, and payments, while ensuring that change orders are appropriately processed and updated. Additionally, the role works with various software applications to identify improvements and optimize processes.
- Creates requisitions for workflow approval once the work order is approved.
- Updates Purchase Orders for supplemental work order increases or decreases.
- Creates and maintains files for each Other Transaction Agreements (OTA) assigned. This includes reviewing and maintaining OTA's to determine eligible costs, preparing and submitting for payment invoices for eligible costs, preparing and submitting in Oracle Journal Entries to record payments received, and preparing close-out documents at the end of the OTA term.
- Manages the System for Award Management (SAM) Administration. Responsible for the yearly renewal plus any updates needed or new entities added.
- Processes the In-House Project Labor Allocation for various departments.
- Manages and distributes project reports, including the Continuing Consultant Reconciliation report, to relevant stakeholders.
- Provides first layer of review for project payments, ensuring accuracy and adherence to established protocols.
- Reviews and processes Construction Pay Applications, Notice to Proceeds, Construction Work Orders, Owner Direct Purchase Invoices and In-House Labor Allocation.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Construction Management, Finance, Accounting, or related field.
- Three (3) years experience in business analysis.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Construction Management, Finance, Accounting, or closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of processing project documentation, including compliance with Authority policies and procedures.
- Knowledge of project management theory, techniques, and tools relevant to managing medium-sized construction projects effectively.
- Knowledge of compliance requirements, including certified payroll submissions and change order reviews.

- Ability to effectively coordinate resources, ensuring their optimal utilization to achieve successful project outcomes.
- Ability to analyze risks associated with design projects and assess the future impact of decisions on project timelines and budgets.
- Ability to collect, organize, and analyze data related to design projects, developing logical conclusions and actionable insights.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional stand & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Continuous typing

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MAINTENANCE PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Maintenance Projects Manager oversees maintenance and construction activities to ensure the proper upkeep of facilities. The Projects Manager supervises both employees and contractors involved in various maintenance and repair activities, such as air conditioning systems, mechanical equipment, and pavement maintenance. Additionally, the manager establishes preventive maintenance programs, reviews contract bids for compliance, and provides technical guidance to subordinates while ensuring a safe working environment. This position is essential for maintaining the integrity and functionality of the Authority's facilities through effective project management and personnel oversight.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manages building maintenance, repair, and installation of various systems, including air conditioning, heating, refrigeration, and mechanical equipment.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the efficient operation of facilities and equipment.
- Monitors and conducts periodic inspections of equipment to ensure compliance with safety standards and proper maintenance practices.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and maintain contract integrity.
- Addresses contract inadequacies by reporting them to management and following up to ensure corrective actions are implemented.
- Creates requisitions for replacement parts and materials, maintaining central stock to facilitate timely completion of maintenance tasks.

- Prepares technical specifications for the acquisition of new equipment to meet operational needs.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Construction Management, Facilities Management, or related field.
- Four (4) years experience in construction, facilities management, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facility Management Professional Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings, mechanical systems, and related infrastructure.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to maintenance and construction activities.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking and sitting up to 6 hours per day.
- Occasional bending & stooping.
- Continuous typing.
- Continuous use of car/ light truck.

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MAINTENANCE PROJECTS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Projects Manager, the Projects Supervisor oversees maintenance and construction activities to ensure the proper upkeep of Authority facilities and related equipment. The role involves overseeing Authority facilities maintenance and repairs, utilizing administrative expertise for resource estimation and task planning, and managing construction projects with a focus on safety and operational efficiency. The Projects Supervisor plays a key role in maintaining a safe and effective work environment, promoting teamwork, and achieving organizational goals.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the activities engaged in the construction, repair, and maintenance of Authority facilities and related equipment.
- Assists with contingency operations to minimize disruptions and impacts on customers during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.
- Supervises, monitors, and inspects projects to ensure compliance with plans, specifications, codes, standards, regulations, and safety requirements.
- Plans job layouts and estimate materials, determining the necessary equipment and tools for maintenance personnel to perform tasks effectively.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of assets.

- Creates requisitions for equipment, tools, and materials to ensure timely procurement for maintenance and construction schedules.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Construction Management, Facilities Management or related field.
- Four (4) years experience in construction, facilities maintenance, or related field.
- Two (2) year of supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facility Management Professional Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings, mechanical systems, and related infrastructure.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to maintenance and construction activities.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking & sitting up to 6 hours per day.
- Frequent lifting up to 20 Ibs.
- Occasional bending, stooping.
- Continuous typing.
- Continuous use of car/light truck.

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MAINTENANCE PROJECTS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician I performs skilled maintenance across various disciplines, including the construction, maintenance, and repair of buildings, equipment, and facilities. The Projects Technician I erects small structures, executing complex alterations, performing repairs on plumbing, electrical systems, and carpentry, as well as painting surfaces and operating power equipment.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Participates in erecting structures and execute alterations as directed by the Projects Supervisor.
- Performs repairs and maintenance on plumbing systems, including water lines and fixtures, ensuring functionality and compliance with standards.
- Conducts repairs and adjustments on electrical systems, including basic wiring and equipment maintenance.
- Executes carpentry work, including repairs to furniture, shelves, doors, and windows, to maintain facility aesthetics and functionality.
- Paints both the interiors and exteriors of buildings to enhance appearance and protect surfaces from wear and tear.
- Operates various power equipment, such as lathes, drill presses, threading machines, air compressors, and gas-operated saws, safely and effectively.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer* reserves *the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- One (1) year experience as a skilled trades worker.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.

- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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

MAINTENANCE PROJECTS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician II performs skilled maintenance work across various disciplines with a strong emphasis on electrical tasks related to building construction, maintenance, and repairs across various trades, including plumbing, HVAC, and carpentry. The Projects Technician II oversees the erection of small structures, performing complex alterations, creating electrical drawings for project planning, ensuring compliance with safety standards, and maintaining an adequate stock of building materials for ongoing projects.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees and participates in the erection structures and executes alterations, repairs, and maintenance work across various trades.
- Creates detailed electrical drawings and sketches for project planning and as-built documentation to ensure accuracy and compliance.
- Performs commercial and industrial electrical duties related to remodeling, buildouts, and installations to enhance facility functionality.
- Ensures compliance with the National Electrical Code in all electrical assignments and installations.
- Installs conduit and wiring according to professional standards to ensure safe and effective electrical systems.
- Monitors and inspects work activities to ensure quality standards and compliance with specifications.
- Conducts routine inspections of equipment and systems to identify maintenance needs and ensure optimal performance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer* reserves *the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience as an electrician, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Continuous hearing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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

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

PROJECTS TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician III leads project personnel engaged in maintenance and construction activities to ensure the effective upkeep of airport facilities and equipment. This role involves providing support to the Projects Supervisor with extensive experience in maintaining and repairing airport systems. The Projects Technician III makes informed decisions while prioritizing work across multiple locations, ensuring operational efficiency and safety standards are consistently met.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads the activities of technical trades and maintenance personnel engaged in the construction, repair, and maintenance of airport facilities and related equipment.
- Assists with contingency operations to minimize disruptions and impacts on customers during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to promote an efficient, effective, and safe work environment.
- Monitors, prioritizes and inspects work activities to ensure compliance with plans, specifications, codes, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools to facilitate proper work assignments.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of assets.
- Creates requisitions for equipment, tools, and materials in a timely manner to ensure maintenance and construction schedules are met.
- Provides technical advice and assistance to subordinates, ensuring quality work and adherence to safety protocols.
- Conducts regular inspections of facilities and equipment to identify maintenance needs and ensure compliance with operational standards.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in construction, maintenance, electrical or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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

PROPERTY CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Materials Management Manager, the Property Control Specialist is responsible for managing central receiving, distribution and inventory utilized by Authority departments throughout the Airport. This role creates and maintains an inventory of organizational assets and inventory, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and overseeing the disposal of organizational assets.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs receiving and delivery of goods to customers from departments across the Authority, including but not limited to, checking for damage, verifying quantities, and receiving into the Authority's Enterprise Resource Planning (ERP) system.
- Establishes and maintains methods, procedures, and records to account for inventory and equipment purchases using the Authority's ERP system.
- Maintains current records for a wide variety of accountable inventory, equipment, and materials.
- Performs reporting out of the Authority Inventory Management System, including daily, weekly, and monthly reporting, as required.
- Maintains an inventory of parts and equipment on hand.
- Coordinates with property custodians to ensure all property is accounted for.
- Research specifications to assist in determining appropriate inventory to purchase and prepares requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.
- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Initiates forms for the transfer of equipment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in warehousing, and/or property control.
- Or equivalent combination of education, training, and experience.
- Forklift certified or able to become forklift certified within 60 days of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property control and inventory procedures to effectively manage and track organizational assets.
- Knowledge of rules and regulations governing the disposal of surplus property to ensure compliance during transactions.
- Knowledge of purchasing, storekeeping, and property control practices to optimize inventory management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 50 Ibs
- Frequent pushing, pulling & dragging
- Continuous typing
- Frequent use of van/medium-duty truck
- Regular use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC ADMINISTRATIVE SPECIALIST I

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manager, the Public Administrative Specialist I is responsible for performing various administrative duties while supporting the Tampa International Airport Police Department. This position ensures the accurate and efficient completion of assigned tasks, including maintaining databases, processing forms, and generating reports. The specialist assists divisional leaders and professional staff by managing confidential information and responding to requests for assistance. Additionally, this role requires a thorough understanding of departmental policies and procedures to effectively support the operational needs of the Police Department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs various administrative and confidential functions to support divisional managers and professional staff in the Tampa International Airport Police Department.
- Accurately inputs and maintains information in databases, ensuring up-to-date records and processing of forms in compliance with departmental policies.
- Generates and disseminates daily reports while maintaining accurate logs for records data, contributing to effective departmental operations.
- Researches and responds to requests for information and assistance, determining priority status and referring complex inquiries to the divisional manager as necessary.
- Completes weekly and monthly reports, ensuring timely submission and adherence to deadlines.
- Assists with the management of confidential information, ensuring data security and compliance with relevant regulations.
- Collaborates with other team members to streamline administrative processes and improve overall efficiency within the department.
- Transcribes documents and information from various sources accurately, ensuring clarity and correctness in all communications.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years experience in administrative or clerical.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- State of Florida Notary Certification.
- Previous administration or clerical experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental policies, procedures, and rules relevant to the Tampa International Airport Police Department, ensuring compliance and effective support.
- Skill in performing complex administrative functions, including maintaining confidentiality and managing sensitive information.
- Knowledge of administrative procedures such as word processing, files and records maintenance, and database management to support operational needs.
- Skill in generating and disseminating reports, including daily, weekly, and monthly documentation, while maintaining accurate logs for records data.

- Ability to research and respond to requests for information, determining priority status and effectively referring complex inquiries as needed.
- Knowledge of the structure and content of the English language, including grammar, composition, and spelling, ensuring clarity and correctness in communications.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC ADMINISTRATIVE SPECIALIST II

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manger, the Public Administrative Specialist II is responsible for performing various complex administrative and financial duties while supporting the Tampa International Airport Police Department. This role ensures the accurate and efficient completion of assigned tasks and maintains updated policies, procedures, and forms. The Administrative Specialist II provides essential administrative and technical support, manages records data, assists with budget accuracy, and coordinates inventory for office supplies and uniforms. Additionally, the position contributes to the training and development for all Administrative Specialists, ensuring a high standard of operational effectiveness within the department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides administrative and technical support for the department to include the developing, maintaining, and implementing of administrative procedures.
- Performs various complex administrative and confidential functions to support divisional managers and professional staff in the Tampa International Airport Police Department.
- Completes daily dissemination of reports and ensures accurate logs for records data.
- Researches and responds to requests for information and determines priority.
- Completes weekly and monthly reports as required.
- Assists divisional manager in maintaining financial accuracy of department budgets.
- Manages inventory and issues uniforms and equipment during onboarding of new public safety & security employees.
- Maintains office supplies and equipment inventory by checking on stock, anticipating future needs and placing orders as necessary.
- Maintains and reconciles purchasing cards as directed by the Authority.
- Collaborates with other team members to streamline administrative processes and improve overall efficiency within the department.
- Generates invoices for extra duty assignments.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Three (3) years experience in administrative and/or clerical functions.
- Notary State of Florida Certification (Must obtain within ninety (90 days) of hire.
- Experience with expense reporting systems.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in administrative and/or clerical in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental policies, procedures, and rules relevant to the Tampa International Airport Police Department, ensuring compliance and effective support.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist managers or other professional staff.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.

- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Ability to multi-task, prioritize, and manage time effectively.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC SAFETY ADMINISTRATION MANAGER

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Public Safety Administration (PSA) Manager oversees the Administration Unit, Evidence Unit, and Accreditation and Compliance of the Police Department. This position is responsible for providing administrative, financial, and support services to ensure the operational efficiency of the department. The manager develops and revises policies and procedures, prepares budget documents, and conducts technical analyses of data, all while supervising and mentoring subordinate staff. Additionally, the role involves coordinating with internal and external agencies to ensure compliance with regulations and effective communication, as well as managing public records requests and special projects related to records management.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares budget documents, monitors allocated funds' status, and controls expenses.
- Conducts technical analysis and evaluations of data using financial and police reports.
- Responds to requests for statistical information from databases and formulates and edits monthly reports.
- Coordinates with other units within own organization and external agencies/departments to ensure efficient flow of communications and service; interprets, explains, and ensures compliance with program requirements, regulations, and procedures, including coordinator/administrator for the Authority with Florida Department of Law Enforcement (FDLE) Uniform Crime Reporting, Florida Incident-Based Reporting (FIBRS), and Use of Force reporting.
- Acts as department Records Custodian and oversees public records requests, sealing/expungement, and records retention in compliance with state records laws.
- Participates and represents the department in meetings concerning records management, administrative staff duties, computer software upgrades, technical workgroup meetings, and other meetings as directed.
- Acts as the subject matter expert for the department by managing the preparation of Florida Contraband and Forfeiture reports for FDLE and the Department of the Treasury while also serving as the liaison to the FDLE Evidence Section on submission protocols and evidence processing.
- Manages special projects involving records and reports assigned. Prepares descriptive reports utilizing detailed charts and diagrams.

- Prepares detailed executive summary reports and staff proposals.
- Oversees the Evidence Unit, ensuring effective management of evidence intake, processing, and destruction functions.
- Manages and reconciles Federal seizure, State seizure, and local evidence accounts with the finance department on a reoccurring basis.
- Administrative oversight and auditing of all public records and State Attorney records requests related to digital evidence, body-worn cameras, and photographic evidence.
- Actively participates in meetings to represent the Department and discuss matters related to the Evidence Unit and its processes.
- Maintains general oversight of the Accreditation and Compliance Manager, ensuring adherence to accreditation standards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Four (4) years complex administrative and/or clerical experience.
- Two (2) years supervisory experience.
- Notary State of Florida Certification (Must obtain within ninety (90 days) of onboarding.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in a related law enforcement field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules of the assigned department function or operation.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of public records law F.S. 119 requirements and Uniform Crime Reporting guidelines.
- Knowledge of the Accreditation and Compliance standards.
- Knowledge and proficiency within law enforcement record management systems.
- Skill in interpretation and analysis of financial data.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.
- Ability to conduct research, collect and interpret data, and compile statistical/analytical reports.
- Ability to multi-task, prioritize, and manage time effectively.
- Skill in using computers, computer-related software or programs, charting, and graphics.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Very frequent hearing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AOC PUBLIC SAFETY MANAGER

GENERAL DESCRIPTION

Reporting to the Captain of Special Operations, the Public Safety Dispatch Manager oversees the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. This role involves leading a team of dispatchers, developing training programs, and ensuring compliance with Criminal Justice Information Systems (CJIS) standards and regulations. The Public Safety Dispatch Manager is also tasked with planning, budgeting, and coordinating resources to achieve operational objectives while enhancing the efficiency and effectiveness of public safety communications within the airport environment.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensure subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensures effective communication and response protocols for all emergency and operational calls.
- Manages the receipt of emergency 9-1-1 calls for police, fire, and medical services, ensuring swift and appropriate responses within the Tampa International Airport property.
- Establishes and implements administrative policies, procedures, and guidelines to enhance operational efficiency.
- Develops and manages the AOC Training Program to ensure compliance with Criminal Justice Information Systems (CJIS) standards and industry regulations.
- Prepares and monitors the Airport Operations Center's annual budget, controlling expenses and ensuring optimal resource allocation.
- Acts as the primary liaison with the FBI and FDLE for all CJIS-related items, ensuring compliance and facilitating necessary audits and inspections.
- Monitors workflow and data accuracy within the dispatch center, ensuring high-quality service delivery and adherence to established guidelines.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or a related field.
- Five (5) years of experience in law enforcement, emergency operations, or similar experience.
- Two (2) years of supervisory experience.
- Florida Department of Health 9-1-1 PST Certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of public safety best practices and procedures.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking.

- Continuous sitting.
- Occasional lifting up to 50 Ibs or more.
- Occasional bending, stooping, pushing, pulling & dragging.
- Continuous typing.
- Occasional use of car/light truck.

COMPETENCIES

- **Decision Making**: Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others**: Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating**: Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative**: The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

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

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in theapplication and testing process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC SAFETY COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Public Safety Compliance Manager is responsible for maintaining the accreditation files for the Department. This role involves ensuring compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA), Commission for Florida Law Enforcement Accreditation (CFA), and Criminal Justice Standards & Training Commission (CJSTC) standards by managing training records, conducting various audits, and preparing analytical reports on crime trends. The Public Safety Compliance Manager supports the department's operational readiness and effectiveness by overseeing equipment inspections, proctoring exams, and assisting in the preparation of operational plans. This position requires a detail-oriented individual committed to upholding public safety standards while fostering positive relationships within the department and the community.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Maintains all departmental training records to ensure compliance with CALEA/CFA and CJSTC standards.
- Conducts various audits including Driver and Vehicle Information Database (DAVID), Lost and Found, evidence, police reports, staffing, payroll, background investigation and other investigative reports.
- Creates analytical reports on crime trends and other reports as directed.
- Proctors entry and promotional exams.
- Prepares and publishes department reports to internal and external sources.
- Assists in the preparation and archiving of operational plans.
- Audits testing/drills of response procedures.
- Ensures vehicles and equipment are maintained in accordance with department standards and guidelines.
- Conducts audits of K9 Transportation Security Administration (TSA) reports and deadlines.
- Inspects department issued equipment.
- Performs initial screening of job applications.
- Produces and reviews analytical reports as directed.
- Performs job task analysis as directed.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration or Criminal Justice or closely related field.
- Five (5) years of management level experience.
- Completed training for CALEA or the Commission for Florida Law Enforcement Accreditation.
- Graduate of a Law Enforcement Academy
- Present or past CJSTC Certification as a law enforcement officer.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Management, Business Administration or Criminal Justice or closely related field.

- Experience managing work groups in a public safety agency and/or experience as a trainer in a public safety agency.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public records law F.S. 119 requirements and Uniform Crime Reporting guidelines.
- Knowledge of policies, procedures, and rules of the Police Department, as well as the Authority.
- Knowledge of CALEA/CFA and CJSTC standards.
- Knowledge law enforcement record management systems.
- Skill in the use of computers, computer-related software or programs, charting, and graphing of data.
- Skill in the interpretation and analysis of law enforcement data.
- Skill in use of DAVID, CJIS and other related Law Enforcement software.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

REAL ESTATE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Commercial Real Estate, the Real Estate Project Manager is responsible for project management duties to meet business, contract and revenue goals. This role manages assigned projects, including planning, budgeting, organizing, conducting negotiations, project analysis, contract writing, interpretation and presentation, and procurement of professional services. The Real Estate Project Manager is responsible for contract management and compliance with regulatory and Authority policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Drafts and prepares aeronautical and non-aeronautical contractual documents, including Lease, Right-of-Entry, Right-of-Use, Site Access Agreements, Easements, License Agreements, Avigation Easements, Letters of Agreement, Amendments, Board Agenda documents and presentation materials.
- Ensures contractual documents and presentations accurately reflect the desired business terms, conditions, and requirements.
- Audits and monitors projects for adherence to regulations, performance and payment requirements.
- Works with external companies and agencies for technical assistance on projects to ensure efficient flow of communications, services and compliance with applicable policies, procedures, and regulations, including the FAA.
- Coordinates easement/license agreements for Master Plan, Non-Master Plan and Capital Improvement Plan (CIP) projects.
- Monitors and prioritizes project schedules and resources to ensure timely and accurate completion of the contracting process.
- Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.
- Monitors and tracks tenants to ensure performance of preventive maintenance and compliance with existing contract terms and conditions.
- Manages the Rent-A-Car agency parking process, including overflow, coordination and preparation of parking locations, quarterly letters of agreement, fire marshal adherence, and tracking for monthly billing.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field.
- Three (3) years experience in contract writing and program/project management.
- Or an equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of airport operations, with demonstrated emphasis on interactions and relationships between the airport, airlines, and ground handlers.
- Knowledge of real estate development.
- Knowledge or project management principles and methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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RECORDS AND INFORMATION ANALYST

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Analyst is responsible for the creation and maintenance of the Authority's record management program. The Analyst will manage and implement the system and apply records retention schedules to documents created at the Authority.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides Authority stakeholders training and education on Florida Records Management standards and best practices.
- Develops and enhances the Records Management Program and system in compliance with standards set by the State of Florida.
- Creates and implements comprehensive policies and procedures, ensuring effective management of records throughout the Authority.
- Collaborates with Records and Information Center (RIC) leadership to provide information and guidance on retention standards and best practices for internal staff.
- Audits the quality and accuracy of electronic records within Authority systems, ensuring compliance with established standards and procedures.
- Develops and delivers training sessions on Records Management for Authority Records Custodians on a quarterly basis to enhance their skills and knowledge.
- Responds to inquiries from internal and external customers regarding records management processes, policies, and compliance issues.
- Engages in cross-training activities to ensure adequate backup and continuity of operations within the Records Management team.
- Maintains accurate records and documentation related to the Records Management Program.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in Business Administration, or related field.
- Two (2) years experience in Records Management or related field.
- Or an equivalent combination of education, training and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in Financial Crime Risk Management (FCRM) and/or Compliance Risk Management (CRM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of records management principles, policies, and standards, particularly those set forth by the State of Florida and relevant regulatory agencies.
- Skill in coordinating events and initiatives to promote awareness of records management within the Authority.
- Skill in auditing the quality and accuracy of electronic records within Authority systems to ensure compliance with established standards and procedures.
- Ability to respond promptly and accurately to inquiries from internal and external customers regarding records management processes and compliance issues.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RECORDS AND INFORMATION COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Coordinator is responsible for the day-to-day operational and administrative tasks within the Records and Information Center, responding to requests for public records for the Authority. This position coordinates with the Records and Information Manager and legal on subpoenas, discovery, and requests for documents on a routine basis.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for processing public records, subpoenas, body worn camera (BWC)/closed circuit television (CCTV), and discovery requests received daily; compiles documents within Records Information Center (RIC) systems and coordinates with other departments should additional documentation be required.
- Performs first level redactions on all public records requests.
- Performs second level redactions review process for Police reports and Computer-Aided Dispatch (CAD) reports sent by Records and Information Technician.
- Transfers all board-approved documents to storage system responsible for ensuring all board items are accounted for and contacting departments when records are missing.
- Responds to questions from internal and external customers on matters relating to records requests.
- Maintains timely and accurate up-to-date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.
- Maintains forms used by Authority departments.
- Participates in cross-training to ensure proper backups are in place.
- Assists with the distribution of incoming mail to the Authority; responsible for processing outgoing mail and packages.
- Acts as backup to Records Technician for daily cash receipts.
- Participates in departmental projects assigned.
- Communicates with RIC management and the Records Analyst in the development and/or update of internal procedures for the daily tasks within the RIC office.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years of administrative/clerical experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration, Public Administration, related field.
- Three (3) years of experience in records and information.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state archival guidelines and the ability to research and provide accurate retention standards to internal and external customers.
- Knowledge and familiarity with State of Florida laws governing public records.
- Knowledge of procedures, policies, and rules of department.

- Ability to analyze and document operations and processes and apply knowledge of records management principles and standards.
- Ability to manage basic projects and execute the records management plan.
- Ability to use tact in communicating with others and able to constructively resolve issues in a timely manner.
- Ability to take the initiative and exercise sound judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RECORDS AND INFORMATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Records Compliance, the Records and Information Manager is responsible for managing the Authority's records and information management function and setting goals. The Manager oversees the retention, storage, and disposal of physical and electronic records, as well as supervises mailroom activities for the Authority. This position serves as the Authority's Records Management Liaison Officer (RMLO) and subject matter expert for managing physical and electronic records generated and maintained by the Authority. The Records and Information Manager is responsible for directing people and programs to develop and realize the agency's records and information management vision through strategic and business planning.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the handling of public records requests, ensuring compliance with Public Records Laws and associated regulations.
- Maintains liaison with state archival officials to establish retention and disposal standards and schedules for records, ensuring compliance across the agency.
- Manages the Authority's mailroom operations, including sorting and delivering incoming mail, and preparing outgoing mail and inter-office deliveries.
- Ensures proper logging of packages received and incoming cash and credit card payments into the delivery tracking system.
- Interacts with department records custodians to ensure the proper handling, archiving, and retention of departmental documents.
- Develops and coordinates public records training programs for staff to enhance understanding of compliance and best practices.
- Assesses team activities and recommend process improvements based on national standards and best practices in records management.
- Ensures that confidentiality, privacy, and security controls are in place for protected information by collaborating with Information Technology Services.
- Manages departmental activities by establishing schedules, developing and implementing policies and procedures, and monitoring workflow to ensure efficiency.
- Develops team goals and business plan that aligns with the overall objectives of the records management program and tracks progress against these goals.

- Monitors and manages the budget for the records management program, forecasting staffing, equipment, materials, and supplies needs for efficient operations.
- Stays current with information technology trends, legal standards, and industry practices that impact the planning and implementation of the records management program.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Business Administration, Public Administration, Management, or related field.
- Four (4) years Records Management or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in Financial Crime Risk Management (FCRM) and/or Compliance Risk Management (CRM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of principles, practices, and methods of records management, Florida Statute 119, which include identification, storage, circulation, retention, and disposal of records; strategies, tools, and technologies used to capture, manage, store, preserve and deliver information manually or electronically.
- Ability to work with the Legal Affairs department, coordinating records requirements and providing research in support of Public Records requests in accordance with F.S. 119.
- Knowledge of data structure and information flow to enable one to review, recommend, and revise organizational business policies to achieve compliance with technology, legal, and records requirements.
- Skills in Microsoft Office Suite and record management systems.
- Ability to participate in continuing education, research, networking, and professional and industry organizations to develop, maintain, and advance competencies.
- Ability to manage during periods involving changes in tasks, work environment, or conditions affecting the organization.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RECORDS AND INFORMATION TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Technician is responsible for a variety of administrative tasks within the Records and Information Center (RIC), including the maintenance of filing systems, logs, and records. The position maintains accurate records and ensures compliance with established procedures, ultimately supporting the overall efficiency of the Records and Information Center.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for processing requests for Police Incident Reports and computer-aided dispatch (CAD) reports received daily; compiles requested documentation from RIC systems and coordinates with other departments.
- Performs first level review on all requests for Police Incident Reports and CAD reports and prepares and sends to Records Coordinator for quality control process.
- Prepares files for destruction with the City of Tampa.
- Serves as liaison to the Maintenance department to coordinate deliveries.
- Responsible for the receipt and distribution of incoming mail; responsible for processing outgoing mail and packages.
- Regularly uploads completed and executed documents received from various departments into file system for long-term storage.
- Assists staff and the public as required.
- Responds to inquiries and search files for requested information.
- Maintains timely and accurate up-to-date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.
- Performs other administrative duties such as photocopying, ordering and issuing supplies.
- Processes payments on invoices for courier and shipping services.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- One (1) year of clerical/administrative experience.
- Or an equivalent combination of education, training and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) year experience in public records requests and record keeping.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures, policies, and rules of RIC unit.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill in the use of computers, computer-related software or programs, local networks, databases, and internet search engines.
- Ability to transcribe documents and information from different sources.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RESEARCH DATA ANALYST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs & Partnerships, the Research Data Analyst is responsible for generating data-driven insights that support the Authority's air service development efforts, marketing strategies, and overall strategic objectives. This role emphasizes the use of data analytics and existing tools to enhance the Authority's business and market intelligence initiatives. Additionally, the Research Data Analyst assists in the creation of comprehensive multimedia presentations and reports that effectively communicate research findings and recommendations.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs routine business analysis of primary and secondary data sources, utilizing advanced statistical analysis and data mining techniques to synthesize research data into actionable insights.
- Maintains and organizes all research data files and reports, ensuring easy access and compliance with data management standards.
- Assists in the creation of high-quality multimedia presentations and written reports that communicate research results, findings, and recommendations effectively.
- Provides analytical support to various business units within the Authority, assisting them in data-driven decision-making processes.
- Tracks and reports on key performance indicators related to air service development and marketing strategies, providing insights for continuous improvement.
- Responds to ad hoc research requests from internal stakeholders, providing timely and relevant data analyses to support their needs.
- Manages ongoing ASQ survey process and vendor, as well as other external data vendors as the need arises.
- Assists with other Marketing & Communications department activities as needed including but not limited to community outreach events and in-terminal passenger marketing activations and celebrations.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Data Analytics, Business Analytics, or related field.
- Three (3) years experience in performing statistical analysis, data analysis, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Data Analytics, Business Analytics or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of data analysis principles and techniques, including advanced statistical analysis and data mining, to support research objectives.
- Knowledge of business intelligence software and tools used to collect, analyze, and present market data to support strategic decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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RISK MANAGEMENT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Risk and Safety, the Risk Management Specialist is responsible for identifying, assessing, and mitigating risks that may affect the Authority's operations and objectives. This position involves analyzing risk data, developing risk management strategies, and implementing policies to minimize potential losses. The Specialist will also collaborate with various departments to ensure compliance with regulatory requirements. Additionally, the role includes preparing reports on risk assessments and providing training to staff on risk management practices and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and approves certificates of insurance from contractors, subcontractors, vendors, suppliers, and tenants to ensure compliance with contractual insurance requirements, including project closeouts.
- Monitors and tracks certificates of insurance, issues notices of pending expirations to ensure continuous compliance.
- Communicates and follows up with insurance agents, contractors, and vendors to obtain corrected or renewal certificates of insurance as needed.
- Generates compliance and other reports from the certificate of insurance tracking database for management review and decision-making.
- Establishes contractual insurance coverages and limits, including those related to the Authority Tenant Work Permit and General Aviation operations.
- Reviews proposed solicitations, contracts, and agreements to ensure they include acceptable insurance language, coverages, and limits.
- Conducts audits of new contracts to ensure all insurance requirements are monitored and tracked throughout the life of the contract.
- Processes requests for Authority certificates of insurance from third parties, ensuring timely and accurate responses.
- Verifies performance and payment bonds with issuing institutions or banks to ensure compliance with contractual obligations.
- Supports efforts to identify, control, and plan for institutional risks through data collection and analysis related to insurance policies and renewals.

- Participates in facility inspections as necessary to assess compliance with safety and risk management protocols.
- Represents the Enterprise Risk Management (ERM) Department at Pre-Bid Conferences, providing insight on risk management requirements.
- Responds to personal injury and property damage reports, coordinating necessary follow-up actions and documentation.
- Assists with various banking-related functions such as wire transfers, stop payments, and reconciliations to support the financial operations of the Authority.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in PROPworks Property and Revenue Management System or a similar risk management information system.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of risk management principles, practices, and regulatory requirements, including familiarity with insurance coverage types and claims processes.
- Skill in analyzing risk data and preparing detailed reports on findings, trends, and recommendations for management review.
- Skill in using Microsoft Office applications, particularly Excel and Word, for data management, reporting, and correspondence.
- Ability to collaborate with various departments to promote a culture of risk awareness and ensure compliance with risk management policies.
- Skill in project management, allowing for the coordination of multiple tasks and initiatives to achieve organizational objectives effectively.
- Ability to use initiative, think independently, and exercise sound judgment when making decisions related to risk assessment and management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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SAFETY MANAGEMENT SYSTEM SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Safety, the Safety Management System Specialist is responsible for assisting with regulatory inspections of both Movement and Non-movement areas, ensuring compliance with safety regulations under Title 14 of the Code of Federal Regulations Part 139. This role involves monitoring hazard reporting systems, maintaining training records and Safety Management System (SMS) communications, and assisting in safety meetings and training initiatives to promote a culture of safety. The Specialist will also assist in risk management assessments, maintain records of safety investigations, and promote SMS objectives across Tampa International Airport (TPA).

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Tack and trend reported hazards using the TPA Safety Management System (SMS).
- Track and trend vehicle and facility damage incidents to ensure proper mitigation measures are in place.
- Attend stakeholder safety meetings to address safety concerns and ensure compliance.
- Participate in Safety Management System Committee meetings to address safety risks and improvements.
- Assist with safety audits and risk assessments to ensure compliance with HCAA SMS.
- Identify risk controls and suggest mitigation strategies for issues identified during risk assessments.
- Assist with incident analysis to determine root causes.
- Monitor and enforce safety infractions, ensuring accountability and adherence to safety policies.
- Assist in investigating safety hazards and incidents, providing accurate record retention.
- Support the development and implementation of the Safety Management System (SMS) with TPA
- Work with cross-functional teams to ensure a cohesive and comprehensive safety strategy.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Associate's Degree in Safety Engineering, Industrial or Environmental Health and Safety, or related field.
- Two (2) years experience in safety compliance
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Certifications ? (need names).
- Safety Management System (SMS) experience.
- FAA regulations experience, specifically FAA Part 139.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local regulations related safety, specifically within the aviation industry.
- Knowledge of Safety Management Systems (SMS) and safety auditing processes.
- Ability to track and trend safety data, identifying hazards.
- Skills in risk assessments and incident analysis.
- Ability to develop safety training programs to various stakeholders and levels of TPA staff.
- Excellent written and oral communication skills, with the ability to provide clear and concise reports.

- Ability to work collaboratively with cross-functional teams to ensure comprehensive safety protocols.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SECURITY OPERATIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Security Compliance Operations Manager is responsible for the daily oversight of Security Operations compliance. The primary function is to ensure the overall effectiveness of all written security documentation, guaranteeing compliance with relevant airport security policies, procedures, and regulations. This position collaborates with the Authority's Cybersecurity department and liaises with TSA to ensure all TSA cybersecurity requirements are met.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops comprehensive training guides and programs.
- Conducts monthly or as-needed training and outreach programs.
- Confirms compliance standards for security-related recurrent training. Assist in the credentialing process for ID media applicants.
- Adjudicates Criminal History Records Information (CHRI) for applicants.
- Monitors and ensures compliance with Federal regulations, TSA requirements, and the Airport Security Plan.
- Issues Security Violations for compliance-related issues.
- Attends hearings for ID Media suspension or revocation.
- Analyzes violation data and revises training programs.
- Reviews security violations for appropriateness and consistency.
- Acts as the "on-call" Airport Security Coordinator.
- Assists aircraft operators, foreign air carriers, and airport tenants with security-related issues.
- Maintains a system of checklists for audit and inspection criteria.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Four (4) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must complete Airport Security Coordinator training and designation within 30 days of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of security policies, procedures, and guides.
- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of current cybersecurity trends and best practices.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting

- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SECURITY PROJECTS AND ACCESS CONTROL COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Security Projects and Access Control Compliance Manager is responsible for coordinating and leading projects to ensure adherence to all Airport Security Program requirements, TSA regulations, and Security Directives. This role involves monitoring, tracking, and coordinating access control requirements and permissions for all airport employees, contractors, vendors, and tenants, as well as maintaining and updating access levels for existing and new personnel. The duties of this position are mandated by the Transportation Security Administration (TSA) and are critical for national security at airports. Additional responsibilities include conducting performance reviews, advancing security initiatives, providing on-call 24/7 Access Control Support, and regularly assessing and enhancing the overall security program to identify opportunities for improvement.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews and addresses administrative and operational issues related to TSA security mandates, ensuring compliance and operational integrity.
- Manages, coordinates, and directs security-related projects and initiatives across the Authority, including those involving Fixed Based Operators and General Aviation airports.
- Acts as an “on-call” Airport Security Coordinator, providing 24/7 availability to the TSA and responding to urgent security needs.
- Creates, compiles, prepares, and disseminates various reports for airport tenants, airline managers, contractors, staff, FAA, and law enforcement agencies.

- Oversees the financial performance of the Airport Credentialing Office, ensuring effective resource allocation and budget adherence.
- Conducts audits of all tenants' security procedures and records, ensuring compliance with background checks, security training requirements, and credential statuses.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Five (5) years experience in airport operations, airport security, or related field.
- Two (2) years supervisory experience
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Current Airport Security Coordinator designation with at least one (1) year of ASC experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of security policies, procedures, and guides.

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of current cybersecurity trends and best practices.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing.
- Frequent use of car/light truck

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SENIOR ACCOUNTANT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Accounting, the Senior Accountant is responsible for analyzing, recording, and reporting on various aspects of financial planning and budgeting activities for the Authority. The Senior Accountant will create, maintain, and audit financial records, participate in developing the annual operating expense budget, and support departments with monthly revenue and expense projections. The Senior Accountant is key in providing analytical support for business initiatives while balancing investment risks with anticipated returns to optimize capital and operational expenditures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Monitors month-end accounting processes and analyzes variances between actual and expected outcomes.
- Conducts forecast variance analysis and effectively communicates variance drivers to finance leadership.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals related to expense allocation.
- Participates in the overall development and management of the annual operating expense budget.
- Contributes to monthly forecast submissions and updates to the Finance team.
- Generates insights from financial analyses, interpreting data to communicate key takeaways to stakeholders.
- Support departments with monthly revenue and expense projections utilizing the finance and accounting software applications.
- Ensures compliance with airport accounting policies regarding cost management.
- Prepares complex journal entries and post transactions, including fund transfers across departments and cost centers.
- Provides inputs to the business plan and actual calculations of rates and charges.
- Supports key business initiatives with analytical modeling and financial assistance.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Accounting, Finance, or related field.
- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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SENIOR ACCOUNTANT-ACCOUNTS RECEIVABLE

GENERAL DESCRIPTION

Under the general direction of the Accounts Receivable and Revenue Control Finance Manager, the Senior Accountant-Accounts Receivable is responsible for executing a full range of professional accounting duties related to the Accounts Receivable function. This role involves performing accounting tasks and reconciliations associated with collections, invoicing, statistics, and reporting for airport tenants, including airlines, rental cars, and concessionaires. Additionally, this position manages the Reporting Portal, audits report accuracy, assists in the collections process, and maintains correspondence with major tenants to ensure timely financial and statistical data reporting.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes accounting and fiscal data, records and reports for all revenue generating agreements and contracts across the airport, including but not limited to airlines, rental cars, and concessionaires.
- Tracks and reports statistics related to passenger enplanement activity, passenger facility charge reports, concessions gross receipts, etc.
- Prepares revenue invoices for the Authority's active agreements/leases and ensures transactions post to proper fiscal periods and accounts including moving funds across functional business units within assigned department/agency.
- Reviews monthly airlines' statistical reports for accuracy, invoicing, and to identify activity trends.
- Audits report accuracy versus Authority systems to ensure the Authority receives accurate revenue.
- Manages Reporting Portal and coordinates with Authority staff to ensure that the portal reflects active agreements configuration and appropriate financial values to ensure accurate revenue and reporting.
- Assists in the monthly collections process.
- Tracks and reviews remittance of Customer Facility Charge and Passenger Facility Charge reports to ensure compliance.
- Record miscellaneous journal entries for non-invoiced revenue.
- Correspond with all major airport tenants to ensure the accurate and timely reporting of financial, statistical, and sales data.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years of professional accounting experience in aviation, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the organization's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR ACCOUNTANT-GENERAL LEDGER

GENERAL DESCRIPTION

Under the general direction of the Controller, the Senior Accountant-General Ledger is responsible for performing a comprehensive range of professional accounting duties, including preparing complex journal entries and posting transactions to the appropriate accounts. Additionally, the position requires high-level analytical skills to analyze financial reports and forecasts and play a leading role during the year-end financial audit by interacting directly with auditors. Responsibilities include cash management duties, liaising with the Director of Financial Planning and Reporting to improve financial policies and internal controls, and supporting the accounts payable team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepare complex journal entries and post transactions to the appropriate accounts, including inter-fund financial activity across various business units within the assigned department/ agency.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals to ensure accuracy and compliance.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP) and assists in implementing new Governmental Accounting Standards Board (GASB) pronouncements.
- Analyzes financial reports and forecasts using high-level analytical skills and thorough knowledge of accounting principles.
- Supports the month-end and year-end close processes, monitoring operating expenses for completeness before closing monthly profit and loss statements.
- Acts as a lead during the year-end financial audit process, interacting directly with auditors and supplying Prepared by Client (PBC) data requests.
- Performs cash management duties, including bank reconciliations, book transfers, and downloading electronic statements, while assisting with uploading payroll and accounts payable data files to the bank.
- Provides support to the accounts payable team regarding PCard transactions, adjusting invoice cost distributions, and ACH transaction assistance.
- Ensures the integrity of financial data by performing regular reviews and reconciliations of accounts.
- Participates in the development of financial strategies and contribute to the overall financial planning efforts of the organization.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the Authority's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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SENIOR ACCOUNTANT-PAYROLL

GENERAL DESCRIPTION

Under the general direction of the Payroll Operations Finance Manager, the Senior Accountant-Payroll is responsible for performing accounting work focused on reviewing, processing, and maintaining payroll-related fiscal records. The Senior Accountant compiles data for the preparation of operating budgets, analyzes and audits accounting and fiscal data, and prepares detailed financial reports and summaries. Additionally, this role involves reconciling and balancing financial statements and accounting records, receiving funds, preparing deposits, and reconciling bank statements, as well as accurately posting transactions to the appropriate accounts.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Compiles and organizes data for the preparation of operating budgets, ensuring accuracy and completeness.
- Analyzes and audits accounting and fiscal data, records, and reports to identify discrepancies and ensure policy compliance.
- Prepares detailed accounting and fiscal reports, statements, and summaries for internal and external stakeholders.
- Reconciles and balances financial statements and accounting records to maintain accurate financial reporting.
- Receives funds and prepares deposits, ensuring proper handling and documentation of financial transactions.
- Reconciles bank statements regularly to ensure all transactions are accounted for and discrepancies are resolved.
- Posts transactions to the appropriate accounts in the general ledger, ensuring accurate financial tracking.
- Collaborates with the payroll team to ensure timely and accurate processing of payroll transactions.
- Assists in the development and implementation of payroll procedures and best practices to enhance efficiency.
- Maintains organized and detailed records of all payroll-related transactions and adjustments.
- Monitors and ensures compliance with relevant laws and regulations related to payroll and financial reporting.

- Assists in the training and onboarding of new team members, sharing knowledge of payroll processes and systems.
- Analyzes payroll trends and provides insights to management for decision-making purposes.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers' Compensation laws.
- Knowledge of payroll software and systems (e.g., ADP, Paychex, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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SENIOR ACCOUNTANT-TREASURY

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Senior Accountant-Treasury is responsible for managing capital expenditure cash flows and seeking opportunities to optimize investment returns on available funds. This role involves performing monthly Master Plan reconciliations, supporting the development of the internal project Funding Source Application, and preparing multi-year cash flow projections for all funds of the Authority. The Senior Accountant-Treasury also assists in managing the Authority's debt portfolio, ensuring compliance with debt covenants and disclosure requirements, while monitoring daily cash flows, bank balances, and fund balances.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs monthly Master Plan Reconciliations - Actuals and Commitments.
- Prepares multi-year cash flow projections for all Authority funds and makes recommendations regarding the length and timing of investment maturities.
- Monitors and reconciles daily cash flows, bank balances, and fund balances to ensure accurate financial reporting.
- Summarizes monthly project expenditures by funding source to provide insights into financial performance.
- Maintains current information on treasury portfolio holdings and actively monitors securities to ensure alignment with investment strategies.
- Performs complex governmental inter-fund accounting journal entries to reconcile project funds and maintain financial integrity.
- Reports on investment fund activity and performance, providing detailed analyses to inform decision-making.
- Executes investment trades by completing transactions and communicating effectively with brokers and safekeeping banks.
- Assists in preparing and reviewing official statements and feasibility studies during bond or other debt issuance processes.
- Initiates first-of-the-month operating and debt service fund transfers to ensure liquidity and operational efficiency.

- Projects cash liquidity needs to ensure that daily disbursements and construction obligations are met without disruption.
- Provide support and guidance to junior staff members, fostering their development and enhancing team capabilities.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years of professional accounting experience in aviation or municipal financial analysis, budgeting, treasury or investments.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.

- Knowledge of investment and cash management principles to optimize the organization's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & climbing
- Frequent typing

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SENIOR ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety and Security, the Senior Administrative Assistant is responsible for providing comprehensive administrative and secretarial support to facilitate the efficient operation of the department. The Senior Administrative Assistant also leads administrative staff, ensuring accurate and timely completion of tasks while implementing improvements to internal workflows and administrative policies. Additionally, the position makes recommendations on budgetary matters and serves as a liaison between the Vice President and various stakeholders, including high-ranking officials and community groups. The Senior Administrative Assistant plays a critical role in maintaining organizational effectiveness and supporting the overall mission of the department.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently perform a variety of paraprofessional administrative, secretarial, and confidential functions supporting the VP.
- Make travel and lodging arrangements and complete travel reimbursement documentation efficiently.
- Initiate and schedule appointments, reserve venues, coordinate attendees, and assemble necessary materials for meetings.
- Review outgoing correspondence for consistency, compliance with administrative policies, and accuracy in formatting and grammar.
- Initiate and compose agendas, minutes, memos, spreadsheets, logs, invoices, and reports for the director or agency head's approval.
- Interpret, recommend, and implement improvements to administrative policies and internal workflow procedures.
- Determine priority status for incoming correspondence and requests, ensuring urgent matters are addressed promptly.
- Ensure requests for action or information are completed or referred to appropriate personnel in the director's absence.
- Process, coordinate, and adjust payroll, timekeeping, schedules, and leave requests for the department.
- Serve as a liaison for the director or agency head, disseminating directives and following up on time-sensitive items within the department.

- Attend meetings with customers, special interest groups, and high-ranking officials on behalf of the director or agency head to represent the department effectively.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration, or related field.
- Three (3) years experience in administrative/secretarial functions.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, precedents, regulations, executive orders, and rules relevant to the department.
- Knowledge of executive administration practices, including word processing, file management, transcription, and form design.
- Knowledge of customer service principles and processes, including assessing needs and evaluating satisfaction levels.
- Skill in managing time efficiently for oneself and coordinating the time of others effectively.

- Skill in using logic and reasoning to identify complex problems and evaluate various solutions or approaches.
- Ability to exercise discretion and independent judgment when evaluating information and making decisions.
- Ability to transcribe documents and information accurately from various sources.
- Ability to prepare and maintain detailed reports and records of activities and correspondence.
- Ability to adapt to changing priorities and manage multiple tasks in a dynamic work environment.
- Skill in utilizing various software applications to enhance productivity and streamline administrative processes.
- Knowledge of basic financial management principles, including budget tracking and expense reporting.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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SENIOR AUDITOR

GENERAL DESCRIPTION

Under the general direction of the Audit Manager, the Senior Auditor plays a crucial role in assisting the Authority in achieving its mission by delivering risk-based and objective assurance, advice, and insights. This position involves conducting professional assurance and consulting engagements, encompassing all planning phases, fieldwork, and reporting. The Senior Auditor is responsible for developing audit objectives, programs, and the appropriate scope and procedures necessary to fulfill the annual audit plan. As a key member of the Internal Audit team, the auditor collaborates with various departments and commercial entities to identify risks, provide valuable recommendations, and drive positive organizational change.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans and executes assurance and consulting engagements, focusing on departmental processes, gross receipts from concessionaires, and expenditures of contractors and vendors.
- Assigns tasks and oversees the work of staff and intern-level auditors involved in various audit engagements.
- Obtains and reviews evidence to ensure that engagement conclusions are well-documented and supported by thorough analysis.
- Identifies and communicates issues raised during audits, offering relevant recommendations to mitigate risks and enhance business processes.
- Prepares and reviews engagement reports and analyses for completeness and compliance with objectives, professional auditing standards, and departmental procedures.
- Represents the Internal Audit department in external meetings and conferences, sharing insights and maintaining professional relationships.
- Assists in the development and implementation of internal audit strategies and objectives.
- Provides mentorship and guidance to junior auditors, fostering their professional growth and development.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, or related field.
- Three (3) years of experience as a professional auditor.
- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- Or equivalent combination of education, training, and experience.
- If not currently a Certified Internal Auditor, will be expected to become certified by the end of the second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.

- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Knowledge of federal, state, and local laws, ordinances, rules, and regulations pertaining to fiscal management of government agencies, especially those funded by federal grants.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Ability to proactively research business best practice concepts to apply as appropriate.
- Skill in handling competing priorities to meet deadlines and commitments.
- Intermediate to advanced skills in the Microsoft Office Suite.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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SENIOR BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Senior Business Analyst is responsible for translating the terms and conditions of revenue contracts into a framework that populates the lease management and billing database to generate accurate invoices. The analyst performs advanced technical duties, focusing on the analysis and development of improved managerial policies, practices, and procedures. Additionally, this position entails providing expert guidance and coordination to various departments and agencies by evaluating organizational structures and existing programs and identifying areas for corrective action and operational improvement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the billing rule function for the Real Estate Department by translating revenue contract terms and conditions into an invoicing framework.
- Supports revenue contract managers in ensuring compliance with contractual obligations and maintaining up-to-date billing information.
- Independently track contract expiration dates, renewals, and amendments, facilitating regular reporting meetings to ensure adherence to board-approved terms.
- Collaborates with the billing team to ensure effective communication regarding contract changes and updates.
- Serves as the primary contact for changes or software updates related to the lease management database and other departmental tools.
- Organizes and utilizes complex contract terms to coordinate the department's annual revenue budget forecast.
- Functions as project coordinator for major management system review projects, including work measurement studies and operational audits.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or a related field.
- Three (3) years of experience in developing, implementing, and evaluating business methods and procedures.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management principles, practices, and procedures relevant to the real estate industry.
- Knowledge of analysis and research techniques, methods, and procedures applicable to complex organizational structures.
- Knowledge of contract terms and conditions relevant to revenue generation and billing processes in real estate.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking

- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR BUSINESS SYSTEMS ANALYST I

GENERAL DESCRIPTION

Under the general direction of a Business Systems Analysis Manager, the Senior Business Systems Analyst I is a leadership role responsible for providing both functional and technical support to end users regarding enhancements, issues, and projects related to HCAA applications. The Senior Business Systems Analyst I will also be tasked with responding to, documenting, and resolving service tickets in a timely manner according to established service level agreements (SLA). This position involves performing root cause analysis, developing checklists for common enhancements and issues, and recommending procedures and controls. Supporting multiple applications and domain areas, including ERP, GIS, interfaces, and Cloud Services, the role may require independent work, collaboration with consulting resources, and mentoring of lower-level business systems analysts.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Drive collaboration between business and delivery teams to prioritize requirements based on business value, technical feasibility, and dependencies.
- Lead and facilitate various techniques to elicit and analyze business requirements, including interviews, workshops, surveys, site visits, and storyboards.
- Proactively shape business requirements by challenging assumptions, proposing innovative alternatives, and aligning them with organizational objectives.
- Thoroughly understand technical options, limitations, costs, and risks, and effectively communicate trade-offs to influence business partners' requirements definitions.
- Translate complex and ambiguous user requirements into clear, detailed, and coherent functional requirements.
- Identify and resolve competing priorities among stakeholder groups by facilitating strategic discussions and decision-making.
- Oversee requirements scoping throughout the delivery process, ensuring alignment with project objectives and business needs.
- Create comprehensive and persuasive artifacts, including business case documentation, scope documentation, and process flows, to support project justification and approval.
- Provide expert guidance and support to delivery teams throughout development, testing, and deployment phases to ensure successful solution implementation.

- Conduct thorough reviews of delivery team outputs to validate requirements interpretation and define comprehensive test cases for quality assurance.
- Conduct in-depth troubleshooting and root cause analysis for complex software issues, collaborating with technical teams for effective solutions.
- Plan and oversee application system upgrades, new releases, and migrations, ensuring minimal disruption to business operations and maximum value realization.
- Collaborate with team members, consultants, and software vendors to identify, prioritize, and resolve critical software defects and drive continuous improvement.
- Design and document innovative functional application solutions and technical integrations/reports to enable new capabilities and support long-term business objectives.
- Oversee the end-to-end lifecycle of complex and high-priority service tickets, ensuring timely resolution, effective communication, and stakeholder satisfaction.
- Champion the Authority Change Management process, promoting best practices and driving continuous improvement across the application lifecycle.
- Analyze new releases of packaged software and provide strategic recommendations on feature enablement and adoption based on business value and alignment with organizational goals.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Computer Science or a related field of study.

- Three (3) years of experience in Business Analysis or Systems Analysis and Quality Assurance Testing.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CPO, etc. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of determining explicit and implicit needs and requirements of various stakeholders.
- Ability to quickly learn the objectives, structures, operations, and policies of new business areas.
- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Skill in effectively engaging both developers and business partners to achieve targeted outcomes.
- Knowledge of translating complex technical information into understandable terms for various stakeholders, both verbally and in writing.
- Skill in creating documentation such as business case documentation and business requirements summaries.
- Skill with agile development methodologies and agile planning tools to drive project success.
- Knowledge of cloud services, including SaaS, PaaS, and IaaS, and their implications for business solutions.
- Skill with product ownership/management and roadmap creation for aligning technology initiatives with business strategy.
- Skill with testing and testing frameworks to ensure solution quality and effectiveness.
- Knowledge of data analytics and SQL to support informed decision-making and reporting.
- Skill in managing multiple priorities and tasks simultaneously in a fast-paced environment.
- Knowledge of industry best practices and emerging trends to inform strategic planning and implementation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR BUSINESS SYSTEMS ANALYST II

GENERAL DESCRIPTION

Under the general direction of a Business Systems Analysis Manager, the Senior Business Systems Analyst II is a leadership role responsible for providing both functional and technical support to end users regarding enhancements, issues, and projects related to HCAA applications. The Senior Business Systems Analyst II develops budgets, follows project management processes, leads and coaches teams, and prioritizes customer satisfaction, making this role critical in bridging the gap between business needs and technical solutions. Additionally, the position involves overseeing the analysis, design, and implementation of systems that support business operations while providing thought leadership and mentorship to the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads a team of business systems analysts by ensuring they have the necessary skills, resources, and support to effectively carry out their duties, including setting goals and fostering a collaborative work environment.
- Leverage experience in relevant business areas to recommend strategic solutions and drive high-quality requirements gathering.
- Collaborates with business stakeholders to understand their requirements for new or existing systems through interviews, workshops, and analysis sessions to elicit, document, and analyze requirements comprehensively.
- Works with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Lead initiatives to streamline and re-engineer business processes, leveraging industry best practices and emerging technologies.
- Analyze current processes and models to identify inefficiencies, gaps, and opportunities for optimization and automation.
- Collaborate with team members, consultants, and software vendors to identify, prioritize, and resolve critical software defects and drive continuous improvement.
- Leads and facilitates a variety of techniques to elicit and analyze business requirements, such as interviews, workshops, surveys, site visits, and storyboards.
- Proactively shapes business requirements by challenging assumptions, proposing innovative alternatives, and aligning them with organizational objectives.

- Thoroughly understands technical options, limitations, costs, and risks, and effectively communicate trade-offs to business partners to influence requirements definition.
- Translates complex and ambiguous user requirements into clear, detailed, and coherent functional requirements.
- Proactively identifies and resolves competing priorities between stakeholder groups by facilitating strategic discussions and decision-making.
- Champion the Authority Change Management process, promoting best practices and driving continuous improvement across the application lifecycle.
- Oversees requirements scoping throughout the delivery process, ensuring alignment with project objectives and business needs.
- Plans and oversees application system upgrades, new releases, and migrations, ensuring minimal disruption to business operations and maximum value realization.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in Business Analysis, Systems Analysis, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one advanced certification in analytics/business analysis, project management, or in product leadership/product ownership. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of determining explicit and implicit needs and requirements of various stakeholders.
- Ability to quickly learn the objectives, structures, operations, and policies of new business areas.
- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Skill in effectively engaging both developers and business partners to achieve targeted outcomes.
- Knowledge of translating complex technical information into understandable terms for various stakeholders, both verbally and in writing.
- Skill in creating documentation such as business case documentation and business requirements summaries.
- Skill with agile development methodologies and agile planning tools to drive project success.
- Knowledge of cloud services, including SaaS, PaaS, and IaaS, and their implications for business solutions.
- Skill with product ownership/management and roadmap creation for aligning technology initiatives with business strategy.
- Skill with testing and testing frameworks to ensure solution quality and effectiveness.
- Knowledge of data analytics and SQL to support informed decision-making and reporting.
- Skill in managing multiple priorities and tasks simultaneously in a fast-paced environment.
- Knowledge of industry best practices and emerging trends to inform strategic planning and implementation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR CONSTRUCTION INSPECTOR

GENERAL DESCRIPTION

Under the general direction of a Senior Construction Project Manager, the Senior Construction Inspector performs as a lead worker inspecting construction projects for compliance with construction plans, specifications, and monitors course of corrective action to bring them into compliance. This position is involved with quality control, safety, impact analysis, risk management and general field oversight. The Senior Construction Inspector coordinates construction activity between other departments, concessionaires, utility companies, and the general public.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and acts on administrative and operational problems to ensure construction projects are completed on schedule.
- Reviews building construction plans and specifications. Inspects the construction for compliance which could include the installation of, structural systems, architectural, Mechanical, Electrical, Plumbing and Fire protection (MEPF) systems, civil, and Furniture, Fixtures, and Equipment (FF&E).
- Documents the day-to-day job site activities including OSHA safety compliance
- Communicates issues, events, performance, and progress daily to the Project Manager
- Establishes effective working relationships with contractors, designers, and Authority team members.
- Assist in evaluating construction schedules.
- Participates in safety meetings.
- Participates in weekly Owner, Architect, Contractor meetings.
- Complete daily reports.
- Participates in closeout and punch list.
- Ensures adequacy of construction, safety, and compliance with approved plans, specifications, and submittals and when applicable determines course of corrective action to bring them into compliance.
- Reads and interprets blueprints, specifications, Request for Information (RFI)s, Architect's Supplemental Instruction (ASI)s, Electronically Stored Information (ESI) and test results.
- Enforces compliance with plans, specifications, codes, and regulations through discussions with contractors.

- Attends preconstruction conferences with contractors to review plans, specifications, drawings, and proposed methods of implementing the work.
- Communicates to Project Management any concerns with contractors and construction with regards to deficiencies or compliance of contract documents.
- Oversees construction activities to guarantee the safety of the public, employees, and workers while simultaneously safeguarding the Authority's assets throughout the project lifecycle.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years of professional experience in building construction or similar industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building construction, mechanical, electrical, gas, and plumbing system construction.
- Knowledge of building inspection methods and procedures.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Skill in leveraging exceptional interpersonal and communication abilities to effectively collaborate with contractors, stakeholders and team members.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR CONSTRUCTION PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Construction, the Senior Construction Project Manager is responsible for managerial and administrative work in planning, organizing, directing, and executing new Construction. This position is involved in all aspects of construction including coordination, quality control, safety, scheduling, risk management, cost control, change management, dispute resolution, and are also involved in the design of projects. This position recommends recovery schedules, value engineering of design elements, and evaluates the overall risk of the project and work with fellow team members in improving safety. The Senior Construction Project Manager interacts with the Authority's consultants, engineers, parking & retail vendors, Operations, FAA, Maintenance, City of Tampa, and other agencies in representing the Authority's interest.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and directs construction and improvement projects for the Authority.
- Develops and implements a comprehensive compliance framework to track and monitor both State and Federal programs, ensuring all construction projects adhere to regulatory standards and organizational policies while mitigating risks throughout the project lifecycle.
- Oversees the contractors pay application approval process and negotiate contractor's Schedule of Values.
- Provides leadership for the airport's construction program and provide guidance for the day-to-day operations, administration, and decision making.
- Develops and implements new policies and programs needed to track and monitor contract adherence.
- Works with project inspectors as required ensuring contract compliance and continuity.
- Coordinates and notify tenants and fellow departments as needed when services are being impacted or interrupted.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Four (4) years experience in construction administration, construction management, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Project Management certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.

- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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SENIOR CULTURE & EXPERIENCE BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Innovation, the Senior Culture & Experience Business Partner is responsible for fostering a positive organizational culture, enhancing employee experience, and managing a variety of HR initiatives. This role involves developing and implementing strategies to improve workplace morale, drive employee engagement, and support a thriving work environment. This position will work closely with the Leadership and Employee Development team and various departments to ensure alignment with organizational goals and promote a culture of excellence and innovation.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and executes cultural intelligence initiatives that promote a positive, inclusive, and engaging workplace culture. Fosters an environment where employees feel valued and motivated.
- Implements the Employee Experience Council initiatives and programs to improve the overall employee experience, from onboarding to career development. Ensures that employee needs and expectations are met effectively.
- Assists with performance management process and training, assisting with performance improvement plans.
- Plans, organizes events, and assists with facilitation (including Leadership off-sites) of activities that support team building, employee engagement, and organizational culture.
- Assists in managing organizational change by developing communication strategies, addressing employee concerns, and ensuring smooth transitions.
- Leads developing, implementing, and maintaining the organization's annual strategic plan (Flight Plan). Ensures the plan is accurately documented, regularly updated, and aligned with organizational goals and objectives. Collaborate with key stakeholders to track progress, address discrepancies, and make necessary adjustments to drive organizational success.
- Interviews and surveys employees and managers to gather and document job, organizational, and occupational information, including duties, responsibilities, and skills required by each job.
- Manages the wellness program, ensuring the ongoing effectiveness of existing initiatives and facilitating the implementation of new wellness strategies.

- Participates in user group meetings/conferences and assist with special projects.
- Oversees and coordinates various programs, including team building, creative problem-solving assessments, and training tools.
- Initiates ideas for employee volunteer opportunities.
- Ensures programs are aligned with organizational goals and effectively support employee engagement and satisfaction.
- Coordinates Employee Engagement Survey.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources or related field required.
- Three (3) years experience in a Human Resources professional role.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources or related field required.
- Previous experience with organization development and/or culture.

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resource laws, regulations, and best practices.
- Knowledge and skill with HRIS and other relevant software tools.
- Skills with interpersonal and technical support.
- Skills with organizational and time management. Ability to meet deadlines.
- Skills and ability to use Microsoft Office Suite or similar software.
- Skills in project management and the ability to focus on detail.
- Ability to be proactive and independent and take initiative.
- Ability to maintain work-related records and prepare reports.
- Ability to analyze data and use insights to drive decision-making and improvements.
- Ability to be an innovative thinker with a passion for creating and implementing new HR strategies.
- Ability to be a collaborative team player with a proactive approach to problem-solving.
- Ability to foster a positive, inclusive, and engaging workplace culture.
- Ability to utilize interpersonal skills when working with customers and peers to accomplish project goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR DATABASE ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Applications Development Manager, the Senior Database Administrator develops and implements long-term database strategies aligned with organizational goals. This position designs and architects complex, high-performance, and scalable database systems to support critical business applications. Additionally, the Sr. DBA investigates and resolves complex database issues, enforce database standards and best practices, evaluate new database technologies, and provides guidance to other members of the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements long-term database strategies that align with organizational goals and objectives.
- Designs and architects complex, high-performance, and scalable database systems to support critical business applications.
- Conducts performance analysis and tuning of databases to optimize resource utilization and minimize response times.
- Develops and implements advanced backup and disaster recovery strategies to ensure business continuity and minimize data loss.
- Investigates and resolves complex database issues, including performance bottlenecks, data corruption, and security breaches.
- Develops and enforces database standards, best practices, and policies to maintain consistency and reliability across the organization.
- Evaluates and recommends new database technologies, tools, and methodologies to improve efficiency and performance.
- Collaborates with business stakeholders to understand their data requirements and propose effective solutions to meet their needs.
- Develops and delivers training programs to educate developers, analysts, and other stakeholders on database concepts and best practices.
- Ensures regulatory compliance and data security by implementing and auditing database access controls, encryption, and other security measures.
- Manages database vendors and service providers, ensuring they meet service level agreements and deliver value to the organization.

- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of experience working with databases, including installation, configuration, and maintenance, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Oracle Certified Professional (OCP) certification.
- Oracle Certified Expert (OCE) and Oracle Certified Master (OCM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of SQL and PL/SQL programming languages with strong proficiency in writing complex queries and procedures.

- Knowledge of database architecture and design principles, including normalization, indexing, and data modeling.
- Knowledge of database security and compliance requirements, including best practices for data protection and access control.
- Knowledge cloud-based database solutions, understanding the implications and benefits of cloud architecture.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR EXECUTIVE ADMINITRATIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

GENERAL DESCRIPTION

Under the direction of the Chief Executive Officer (CEO), the Senior Executive Administrative Assistant serves as a trusted partner, providing high-level administrative and operational support to ensure the CEO can function at peak efficiency. This role is critical in managing the flow of information, prioritizing complex schedules and requests, and exercising sound judgment in handling sensitive matters and competing priorities.

Acting as a key liaison, the Executive Assistant engages regularly with the Executive Team, Leadership Team, Board members, internal staff, and external stakeholders, facilitating seamless communication and coordination. With a proactive and anticipatory approach, this position ensures that the CEO's time and attention remain focused on high-impact initiatives and strategic objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the CEO's schedule for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Works closely with the COO and Vice President of Marketing, Communications, and Strategy to advance and support the execution of CEO-driven initiatives.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the CEO's office to staff and other leadership team members.
- Develops and manages the CEO departmental budget, including forecasting, tracking, and ensuring alignment with organizational priorities and fiscal policies.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Serves as a liaison to the vertical's Leadership Team, facilitating communication between the CEO and their direct reports.
- Facilitate meaningful engagement between the CEO and key external community leaders, ensuring strategic relationship-building and alignment with organizational priorities

- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently.
- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Business Administration, Public Administration, or related field.
- Five (5) years experience supporting executive level position
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelors Degree in Business Administration, Public Administration, or related field
- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 8 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR FINANCIAL PLANNING ANALYST

GENERAL DESCRIPTION

Under the general direction of the Budget Manager, the Senior Financial Planning Analyst plays a pivotal role in overseeing the analysis, recording, and reporting facets of financial planning and budgeting activities for the Authority. The role has professional accounting duties and involves the management of diverse financial transactions, systems, and procedures. The position offers a unique opportunity to contribute to the strategic financial direction of the organization, ensuring accuracy and efficiency in financial processes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Monitors month-end accounting processes and analyzes variances between actual and expected outcomes.
- Conducts forecast variance analysis and communicates variance drivers to finance leadership.
- Participates in the overall development of the annual operating expense, revenue, and passenger budget
- Contributes to monthly forecast submissions to Finance.
- Generates insights from financial analyses, interprets data, and communicates key takeaways.
- Supports departments with monthly revenue and expense projections through the Enterprise Planning and Budgeting Cloud Service.
- Ensures costs adhere to airport accounting policies.
- Maintains the cost center and account hierarchy associated with operating expenses in the Enterprise Planning and Budgeting Cloud Service.
- Prepares journal entries and posts transactions, including fund transfers across departments and cost centers.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals related to forecasting
- Provides inputs to the business plan and actual calculations of rates and charges.
- Prepares presentation-ready materials containing financial and operational metrics for staff meetings and business reviews.
- Supports key business initiatives with analytical and modeling assistance.
- Manages the Authority's SkyCenter common-area maintenance calculation and supports Commercial Real Estate Profit & Loss statements.

- Supports the Budget Manager, Financial Planning & Analysis team and undertakes other responsibilities as necessary.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Finance, Accounting, or related field.
- Three (3) years of accounting and/or finance experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), enterprise business suite software, and the Microsoft suite of software products.
- Knowledge of computerized accounting systems.

- Knowledge of the specific accounting and reporting requirements and the complete accounting cycle of the organization to which assigned.
- Knowledge of budgetary procedures and controls.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to plan, organize, and supervise the work of others.
- Ability to use a computer and related software.
- Ability to recognize, analyze, and solve a variety of problems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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SENIOR GUEST EXPERIENCE REPRESENTATIVE

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Senior Guest Experience Representative (GER) plays a vital role in providing exceptional customer service in a community-facing environment at Tampa International Airport. This position assists guests, passengers, and tenants by offering wayfinding, educational support, and information about airport facilities and services. The Senior GER also conducts airport tours, monitors safety systems, and actively engages with the public at various events, ensuring a positive experience for all airport users while promoting the Authority's mission and values. The Senior mentors and coaches new Guest Experience Representatives on the proper procedures and customer service requirements for the Authority.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates closely with the Guest Experience Supervisor, on the needs of the section and customer service enhances to heighten the passenger experience.
- Provides direction and assistance to incoming international passengers in the Federal Inspection Station, formulating detailed reports on significant observations for the Aviation Authority staff.
- Follows up on reported operational issues, ensuring timely resolutions and that problems have been corrected effectively.
- Offers information and assistance to airport guests regarding facility usage, available services, local attractions, and flight information.
- Conducts educational walking and bus tours of the airport terminal and airfield for schools, groups, and community organizations, enhancing public knowledge and engagement.
- Monitors escalators, elevators, shuttle cars, and the monorail system for accidents and outages, reporting incidents immediately and taking appropriate action when necessary.
- Responds to emergency situations, taking operational direction from leadership as needed to ensure public safety and effective crisis management.
- Provides VIP tours as necessary, ensuring a personalized and exceptional experience for high-profile guests.

- Represents the Authority at school fairs, festivals, and community events, maintaining a booth or display to provide literature and promotional items.
- Creates and implements training materials for new hires, ensuring they understand the processes and expectations related to guest experience.
- Manages the assignments and operational efficiency of contracted Customer Service Representative staff in the absence of a Guest Experience Supervisor, ensuring quality service delivery.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years customer service experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations, facilities, and community resources to effectively assist passengers and provide accurate information.
- Knowledge of customer service principles and practices, ensuring a high standard of service delivery to all airport users.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing.
- Walking & sitting up to 6 hours per day
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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SENIOR HUMAN RESOURCES ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Human Resources Analyst is responsible for managing a variety of Human Resources (HR) programs and initiatives. This role serves as an analytical point-of-contact for all assigned functional areas of HR and assists subject matter experts with ensuring HRIS data integrity, compensation surveys, job requirements, evaluating job positions, report writing, and analyzing data flows for process improvement opportunities. This role requires agility in balancing multiple responsibilities while maintaining organization and attention to detail. Members in this classification perform complex duties and functions with considerable independence.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates with leadership and HR staff to identify system improvements and enhancements; recommend and implement solutions.
- Performs system maintenance, including assisting in reviewing, testing, and implementing HRMS system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of upgrades or fixes. Maintains HRMS system tables. Documents process and results dictated by authority business rules and procedures.
- Serves as a resource to the HR department regarding HRIS applications and software that organize human resources and personnel records.
- Responsible for creating and analyzing year-end hiring trends, turnover, dashboards, and other relevant data.
- Calculates annual pay raises and other employee recognition items.
- Analyzes and prepares reports on program performance, including website and TV content updates, professional study participation, and benefits analytics and billings, to HR leadership and other stakeholders.
- Prepares and maintains job descriptions for each position, ensuring that descriptions accurately reflect incumbents' work.
- Assists with assessing jobs and their duties to determine classification as exempt or nonexempt and appropriate salary range.
- Benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position, ensuring internal equity.
- Utilizes spreadsheet and data analysis techniques to assess results and market trends.

- Prepares and presents summary reports of job analysis and compensation analysis information.
- Facilitates annual open enrollment strategies with testing and implementing benefit or rate changes.
- Consults and works collaboratively with IT function to develop and administer plans for HRIS applications.
- Conducts system data audits to ensure the accuracy of data entry and verify system functionality.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources or related field.
- Four (4) years experience in a professional human resources role, including some experience in analytics and administration of an human resources information system.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resource laws, regulations, and best practices, ensuring compliance and effective HR management.
- Skill in providing excellent interpersonal and technical support, enhancing employee experience and HR service delivery.
- Skill in organizational and time management, with a proven ability to meet deadlines and manage workload efficiently.
- Skill in Microsoft Office Suite or similar software, facilitating effective communication and reporting.
- Skill in project management with meticulous attention to detail, ensuring successful project execution.
- Skill with HRIS and other relevant software tools, ensuring efficient data management and reporting.
- Skill and ability to foster a positive, inclusive, and engaging workplace culture that promotes employee satisfaction and retention.
- Ability to take initiative and work proactively and independently, driving HR projects and improvements.
- Ability to maintain accurate work-related records and prepare comprehensive reports for stakeholders.
- Ability to collaborate respectfully and effectively in a team environment.
- Ability to analyze data and utilize insights to drive informed decision-making and continuous improvements.
- Ability to be an innovative thinker passionate about creating and implementing new HR strategies that enhance organizational effectiveness.
- Ability and skill to be a collaborative team player with a proactive approach to problem-solving and contribute to a cohesive work environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR HUMAN RESOURCES BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Employee Relations and Talent Acquisition, the Senior Human Resources Business Partner plays a key role in talent acquisition, employee benefits, compliance, and various Human Resources (HR) functions. This role serves as a strategic partner to management, focusing on aligning HR initiatives with business objectives to drive organizational success. This position oversees onboarding and offboarding processes, maintains personnel records, and leverages HRIS systems for data management and reporting. With a focus on fostering a positive workplace culture, this role guides and supports leadership on HR-related issues and best practices.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the highest level of service is provided to all applicants, candidates, hiring managers, and employees.
- Provides timely responses to inquiries and follow-up regarding the recruitment process.
- Leads the recruitment process, from job postings to candidate selection, ensuring a diverse and qualified talent pool.
- Conducts interviews and collaborates with hiring managers to assess candidates' qualifications.
- Manages employee benefits programs, including health, retirement, and wellness initiatives.
- Provides benefits information during new employee orientation and one-on-one meetings.
- Supports employees during life events, providing guidance on benefits and resources available.
- Ensures adherence to employment laws and regulations.
- Develops and maintains job classifications and position control documentation to meet organizational needs.
- Manages employee onboarding and off-boarding procedures, including exit interviews and final paperwork.
- Administers leave policies, ensuring compliance with applicable laws and internal procedures.
- Regularly review and coordinate updates on HR procedures and policies to reflect best practices.
- Maintains accurate and confidential personnel records, ensuring compliance with data protection regulations.
- Generates and analyzes HR reports to support decision-making and identify trends.
- Utilizes HRIS systems for data management and reporting, ensuring information accuracy and integrity.

- Collaborates with leadership to develop HR strategies that support business goals.
- Provides guidance and coaching to managers on HR-related issues and best practices.
- Triages incoming HR requests, respond to employee questions and escalates more complex issues to the Senior Manager.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field.
- Three (3) years experience in Human Resources, with a generalist focus on talent acquisition, benefits, and employment compliance.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FMLA, workers' compensation, and leave administration.
- Knowledge of human resource laws, regulations, and best practices.
- Knowledge of HRIS platforms, systems or technologies.
- Skill in effective interpersonal relations and negotiation.
- Skill with organizational, project, and time management, with a proven ability to meet deadlines.
- Skill in Microsoft Office Suite or similar software applications.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to maintain work-related records and prepare reports accurately.
- Ability to analyze data and use insights to drive decision-making and improvements.
- Ability to manage multiple projects simultaneously while adapting to changing priorities.
- Ability to be a collaborative team player with a proactive approach to problem-solving.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR IT BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Senior IT Business Analyst is responsible for conducting business analysis and documentation of Information Technology (IT) opportunities within the Authority. This role involves reviewing, assessing, and transforming business processes to ensure cost-effective solutions. The Senior IT Business Analyst participates in all phases of the project lifecycle, including analysis, requirements gathering, design, configuration/development, implementation, and delivery of projects. Additionally, this position facilitates support for implemented functionality and serves as a key liaison between IT and the various business units at the Authority, ensuring alignment and effective communication throughout the process.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Researches and prepares business case studies, total cost of ownership (TCO), and return on investment (ROI) analyses to inform decision-making processes.
- Identifies opportunities for business process improvement and efficiencies through technology, system enhancements, and non-system changes.
- Documents the current state and future state of business functions and processes, including business needs, objectives, inputs, activities, outputs, outcomes, and impact.
- Conveys business requirements from customers to technical teams effectively, ensuring that solutions align with and meet the stated business needs.
- Defines the system implementation approach and operational concept, ensuring that requirements and value received are captured, measured, and evaluated.
- Leads the preparation of proposals, including scopes and estimates, for developing or enhancing systems and operational changes, including an overall change management strategy.
- Acts as a liaison between end-users, enterprise and solution architects, consultants, project teams, and other stakeholders as initiatives progress from ideation to implementation.
- Analyzes and documents gaps in current processes, recommending solutions to bridge those gaps and enhance operational efficiency.
- Organizes and conducts workshops and meetings to gather requirements and validate proposed solutions with stakeholders.
- Supports user acceptance testing (UAT) by defining test cases, facilitating testing sessions, and documenting results.

- Provides training and support to end-users on new systems, processes, and tools to ensure successful adoption and utilization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Information Technology or a related field.
- Four (4) years of experience as a Business Analyst or in a relevant Information Technology role.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certifications: CBAP (Certified Business Analysis Professional), CCBA (Certification of Competency in Business Analysis), PMI-PBA (Professional in Business Analysis), ITIL (Information Technology Infrastructure Library) Foundation, CSPO (Certified Scrum Product Owner), Certified ScrumMaster (CSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business processes and technology, with the ability to apply this knowledge to improve operational efficiency and drive business value.
- Knowledge of current Authority-owned platforms and core systems, with the ability to analyze their capabilities and potential for enhancement.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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SENIOR IT PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Senior IT Project Manager is responsible for managing and coordinating technical professional resources involved in the analysis, development, coordination, implementation, and documentation of new or existing information systems. The Senior IT Project Manager oversees project timelines, resource allocation, and budgets while facilitating effective communication among stakeholders to ensure that project objectives are met and aligned with organizational goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity and alignment with organizational objectives.
- Oversees the formulation of project objectives and system development requirements, ensuring they meet strategic business goals.
- Actively participates in project development as needed, providing technical expertise and leadership to drive project success.
- Provides advanced technical guidance and mentorship to project staff to ensure the successful execution of projects and the development of team capabilities.
- Monitors activities performed by project staff, ensuring that all deliverables and documentation adhere to departmental standards and best practices.
- Prepares and reviews detailed specifications for information systems to guide development, implementation, and integration efforts.
- Develops comprehensive plans for testing and implementing systems and monitors these processes to ensure that desired results are achieved.
- Facilitates work processes for project teams, employing various methodologies such as Waterfall, Agile, and SCRUM to optimize workflow and productivity.
- Conducts regular project status meetings with stakeholders, providing updates and addressing any concerns or changes to project scope or timelines.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Project Management Professional (PMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- E-Business Suite software and technology related project management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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SENIOR ITS DIGITAL TECHNOLOGY SPECIALIST

GENERAL DESCRIPTION

Under the general direction of Digital Technologies & Innovation Manager, the Senior ITS Digital Technology Specialist plays a key role in supporting the development, deployment, and management of digital technologies aimed at enhancing passenger experiences and improving operational efficiency for the Authority. This position focuses on assisting with the integration of audiovisual (AV) systems, digital signage, LiDAR technology, and various passenger processing solutions. The specialist works closely with cross-functional teams, stakeholders, and technology vendors to facilitate the effective implementation of these technologies. Additionally, the Senior ITS Digital Technology Specialist assists in managing IT technical tasks, addressing unique challenges, and supporting critical operational activities that directly impact the travel experience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes digital technology projects, ensuring they are completed on time and within scope.
- Teams with internal departments and external vendors to facilitate successful project outcomes and seamless integration of technology solutions.
- Participates in the development and implements efficient systems for passenger processing, streamlining check-in, security, and boarding processes to improve overall efficiency.
- Influences the inputs for detailed reports on technology performance, project status, and innovation initiatives to inform decision-making.
- Ensures all digital technology implementations comply with relevant regulations and standards, implementing robust security measures to protect sensitive data.
- Executes service requests and incidents within the IT Service Management (ITSM) tool to maintain operational efficiency and responsiveness.
- Continually evaluates opportunities for improving efficiency and effectiveness in issue resolution and enhancing technology services provided to stakeholders.
- Facilitates the integration of audiovisual (AV) systems, digital signage, and LiDAR technologies, enhancing the passenger experience and optimizing operational workflows.
- Monitors and manages service requests and incidents within the IT Service Management (ITSM) tool, ensuring operational efficiency and timely resolution.
- Supports user needs and experiences in technology implementations, ensuring that solutions effectively address business requirements.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in information systems, Computer Science, Management Information Systems, Computer Engineering, or other related field.
- Two (2) years of experience of applicable information technology experience in user support of desktops, applications, printers, peripherals, cabling**.**
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital technology systems, including their design, implementation, and maintenance, particularly in an airport setting.
- Knowledge of industry standards and best practices related to technology integration and operational efficiency within airport environments.

- Knowledge of project management principles, including budgeting, planning, and execution of digital technology projects to ensure successful outcomes.
- Knowledge of relevant regulations and compliance standards pertaining to airport operations and digital technologies, ensuring adherence in all initiatives.
- Ability to analyze and interpret data from systems performance, user feedback, and operational metrics to drive technology enhancements and improvements.
- Ability to demonstrate initiative, manage multiple priorities, and maintain focus on critical tasks in a fast-paced and dynamic environment.
- Knowledge of emerging technologies and trends in digital systems to inform strategic decisions and enhance operational capabilities.
- Ability to troubleshoot and resolve technical issues efficiently, ensuring minimal disruption to operations.
- Skill in facilitating training and knowledge transfer sessions for staff and stakeholders on new technologies and best practices.
- Ability to adapt to changing technology landscapes and evolving business needs, demonstrating flexibility in approach and execution.
- Knowledge of budgeting and resource allocation principles to effectively manage project costs and maximize return on investment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR ITS NETWORK ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of IT Infrastructure, the Senior ITS Network Engineer is responsible for leading the IT resources in the installation and configuration of switches, routers, firewalls, and associated components to ensure the smooth operation of all Authority network systems. This position serves as the primary point of contact for planning, designing, maintaining, and monitoring all aspects of the network infrastructure. Additionally, the Senior ITS Network Engineer independently performs complex network-related projects and supports the resolution of advanced issues in areas such as switching, routing, and network security, acting as an escalation point for unresolved problems from lower support tiers.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides advanced technical support for networking hardware and software services for the Authority.
- Designs, builds, and implements functional network infrastructure, including LAN, WLAN, and WAN to support organizational needs.
- Ensures the continuous availability of all data network services, proactively monitoring performance and addressing issues as they arise.
- Mentors and trains the network operations team in installation, configuration, and maintenance best practices to enhance team skills and capabilities.
- Troubleshoots, maintains, and repairs the network infrastructure to ensure reliability and performance.
- Investigates and remediates network capacity-related issues to optimize resource utilization and improve overall network efficiency.
- Evaluates and recommends various network infrastructure solutions to meet organizational needs and enhance operational effectiveness.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.

- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR ITS SYSTEM ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Service Delivery, the Senior ITS System Administrator is responsible for performing advanced professional information technology tasks, including the installation and configuration of systems, server hardware, and software, as well as maintaining and repairing complex system-related issues. This position is expected to lead Information Technology (IT) technical work on server and system-related projects of greater scope and complexity while supporting the resolution of advanced work problems with minimal supervision.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs advanced setup, installation, and configuration of operating systems, including both hardware and software components.
- Oversees backup and recovery processes to protect data integrity and ensure business continuity in critical situations.
- Leads the evaluation and recommendation of various software and hardware solutions to meet user needs and enhance overall operational efficiency.
- Creates and manages user directories and files on server platforms to ensure organized, secure, and efficient access.
- Monitors, diagnoses, and resolves operating system problems to maintain high system performance and reliability.
- Assists with troubleshooting, maintenance, and repair of operating systems and applications to minimize user disruption.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of information technology experience in advanced support of servers, systems, software, peripherals, and storage technology.
- CompTIA A+, CompTIA Network+ or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Windows Server environments, server virtualization technologies, and backup and restore technologies and products.
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain security and compliance.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR ITS SYSTEMS ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Services Delivery, the Senior ITS Systems Engineer leads the design, implementation, and optimization of complex systems, server hardware, and software solutions. This position provides high-level technical support for critical server and system services, proactively diagnosing and resolving advanced issues across the infrastructure. The Senior ITS Systems Engineer also mentors lower-tier support staff and serves as a key escalation point for complex problems, ensuring timely and effective resolutions. Additionally, this role collaborates with cross-functional teams to establish best practices, driving operational efficiency and aligning system architecture with organizational objectives.

***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations*.**

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides expert-level technical support for advanced server hardware and software services for the Authority, ensuring optimal performance and reliability.
- Oversees the setup, installation, and configuration of operating systems and associated hardware and software components, implementing best practices for system architecture.
- Designs and manages user directories and permissions on server platforms to ensure organized, secure access and compliance with organizational policies.
- Monitors, diagnoses, and resolves complex operating system issues, utilizing advanced troubleshooting techniques to maintain system performance and reliability.
- Leads efforts in troubleshooting, maintaining, and repairing operating systems and applications, minimizing disruption and ensuring seamless user experience.
- Directs backup and recovery processes to safeguard organizational data and ensure robust business continuity strategies are in place.
- Evaluates and recommends advanced software and hardware solutions to meet user needs and enhance operational efficiency, aligning technology initiatives with strategic objectives.
- Mentors and trains the systems team in installation, configuration, and maintenance best practices to enhance team skills and capabilities.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of information technology experience in advanced support of servers, systems, software, peripherals, and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.

- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR LEGAL ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of an Assistant General Counsel, the Senior Legal Administrator plays a crucial role in the Legal Affairs department by ensuring compliance with legal processes and financial requirements while facilitating smooth departmental operations. The Senior Legal Administrator is responsible for establishing and implementing internal procedures, maintaining a comprehensive filing system, and monitoring expenditures related to outside counsel and agreements.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently provides accurate oral and written communications summarizing assembled information.
- Serves as a liaison between the Legal Affairs department and various stakeholders, including Authority Board members, Authority staff, external attorneys, governmental agencies, and the traveling public.
- Composes and edits correspondence on behalf of the General Counsel and Assistant General Counsel independently.
- Develops and oversees a comprehensive central filing system to ensure efficient record-keeping.
- Sets department goals and objectives and ensures adherence.
- Monitors the status of allocated funds and expenditures to ensure financial compliance.
- Conducts legal and general research as needed.
- Prepares budget requirements for the department.
- Monitors expenditures related to outside counsel and agreements.
- Coordinate meetings with outside counsel and Authority staff relating to current litigation matters.
- Coordinates and prepare agendas for department meetings.
- Drafts agenda titles, summaries, and PowerPoint slides for items to be presented to the Authority Board.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field.
- Four (4) years experience as a paralegal/legal secretary in the areas of real estate, litigation, government law, construction, bankruptcy, contract law or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal terminology and procedures relevant to the operation of a legal department in a public agency.
- Knowledge of budget preparation and financial monitoring processes to ensure compliance with allocated funds.
- Knowledge of document management and record-keeping practices, including maintaining a comprehensive central filing system.
- Knowledge of procurement and expenditure monitoring related to outside counsel and legal agreements.
- Ability to perform executive and legal administrative tasks, including typing, scheduling, filing, and transcribing dictation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR LOST AND FOUND PROPERTY CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Senior Lost and Found Property Control Coordinator is responsible for the operational administration and coordination of the Authority's Lost and Found Department. This role includes assisting owners of lost items on-site and performing administrative tasks focusing on inventory compliance and documentation. The Senior Coordinator guides and mentors team members as the subject matter expert for the section.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates the day-to-day operations of the Authority's lost and found program, including cataloging items and making every attempt to find their owners.
- Liaises with airport staff, security, airlines, and passengers to facilitate the return of lost items.
- Provides exceptional customer service by responding promptly to inquiries and keeping individuals informed throughout the retrieval process.
- Develops and identifies areas for process enhancement.
- Participates in budget development by providing justification and persuasive arguments for proposals, supplies, and equipment needed for Lost and Found.
- Oversees the dispositioning of unclaimed items after 30 days.
- Generate reports detailing the status of lost items, lost property trends, statistical data, and any improvements needed in the lost and found process.
- Ensures and oversees compliance with Authority and airline policies regarding the handling, storage, and disposal of lost items.
- Follows established procedures for the safekeeping and eventual disposal of unclaimed items.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years experience leading a property control/intake and return/ lost and found team.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules governing the Lost and Found area to ensure compliance and effective operations.
- Knowledge of data management techniques and inventory control, enabling accurate tracking and cataloging of lost items.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Pushing, pulling and/or dragging, bending, stooping & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF ACCOUNTING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Senior Manager of Accounting is responsible for managing the general ledger and accounting methodologies that facilitate the preparation of monthly, quarterly, and annual financial packages. This role oversees the completion of the Authority's financial package preparation and directs the monthly, quarterly, and year-end closing activities of accounts payable. Additionally, the Senior Manager leads and supervises all accounting functions for the Authority, including accounts payable, general ledger management, and financial reporting, while ensuring the integrity of financial controls and compliance with established procedures.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the monthly, quarterly, and year-end closing activities of accounts payable to ensure timely and accurate financial reporting.
- Oversees the financial system general ledger, evaluating its effectiveness and recommending enhancements to senior management.
- Play a critical leadership role in testing and implementing upgrades to the financial management system, providing necessary training to staff.
- Ensures the integrity of financial controls over the Authority's books and records, ensuring compliance with established procedures.
- Manages the external financial audit process, serving as the primary contact for the audit team and ensuring smooth communication.
- Ensures accurate and timely flow of information to auditors, coordinating data requests and responding to inquiries effectively.
- Prepares assigned schedules and notes for financial statements, ensuring all information is accurate and complete.
- Manages and reviews the Authority's bank reconciliations prepared by staff to ensure accuracy and timeliness.
- Prepares and presents financial reports and analyses to senior management, offering insights and recommendations for decision-making.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance or related field
- Six (6) years related experience.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Accountant.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in accounting, finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of professional and departmental standards for conducting comprehensive auditing programs, ensuring adherence to best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Ability to analyze transactions and financial reports, making appropriate corrections to entries as necessary to maintain accuracy.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF AIRFIELD OPERATIONS AND COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Senior Manager of Airfield Operations and Compliance is responsible for leading and ensuring compliance with Federal Aviation Administration (FAA) regulations, specifically Title 14 Code of Federal Regulations (CFR) Part 139, and all associated requirements for the Authority. This role oversees the Airfield Operations Duty Team, manages Part 139 training programs, coordinates airfield construction activities, and implements the Safety Management System (SMS) and Wildlife Hazard Management Programs. The Senior Manager provides leadership, drives innovation in compliance and safety practices, and collaborates with various departments, external agencies, and stakeholders to maintain regulatory compliance.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Establishes, implements, and continuously improves safety processes related to airside operations in accordance with Title 14 CFR Part 139.
- Oversees the Airport SMS requirements in collaboration with the SMS Manager.
- Manages the Wildlife Program Manager and ensures the effective oversight of the TPA Wildlife Hazard Management Plan.
- Ensures compliance with Title 14 CFR Part 139 and permitting requirements for wildlife hazard management programs at TPA.
- Collaborates with airfield safety staff to innovate and streamline compliance processes, setting high industry standards.
- Reviews engineering and construction plans for compliance with Part 139 and evaluates potential operational impacts.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6)years experience in an airport with Federal Aviation Regulation (FAR) Part 139 as listed in the Federal Aviation Administration (FAA) guide.
- Three (3) years supervisory experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations, specifically Title 14 CFR Part 139, and associated airport operations requirements.
- Knowledge of SMS and best practices related to airfield safety and compliance.

- Knowledge of wildlife hazard management principles and practices applicable to airport environments.
- Knowledge of airfield construction coordination processes and project inspection standards.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per shift
- Lifting up to 20 Ibs.
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

SENIOR MANAGER OF AIRPORT CONCESSIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Concessions, the Senior Manager of Airport Concessions is responsible for the administration of leases and contracts to ensure compliance with terms and conditions expressed therein; monitor business partner operations, and assist in developing business and operational recommendations, maintain strong relationships with business partners, and conduct regular site visits. The Senior Manager is also responsible for the oversight of contract management, development and management of procurements, strategic business planning, business partner compliance, conflict management, and the day-to-day management of the relationships between the Authority and business partners.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Builds internal and external relationships to deliver strategic financial goals.
- Works with Concessionaire partners to promote success by reviewing short- and long-term metrics.
- Administers leases and contracts to ensure compliance with areas such as pricing and collections.
- Creates various financial reports including development of pro forma, break-even scenarios, and cost-benefit analysis.
- Prepares presentations to further the Authority's strategic business plan and support new initiatives.
- Researches relevant markets and financial trends to forecast future business activity and assist in developing recommendations.
- Reviews financial performance of related lines of business and assists in preparation of annual department budget.
- Develops and manages procurements as needed.
- Develops and manages policies and procedures for the department.
- Drafts and prepares documents for Authority Board meetings.
- Manages the day-to-day relationship between the Authority and the concession tenants; resolve management, tenant, and customer complaints and conflicts between tenants to ensure excellent customer service.

- Manages events for Airport tenants including training seminars, meetings and special events and assistance with security clearance and badging.
- Ensures business partners submit required reports and payments on time and assists with collection of past due fees.
- Coordinates with other Authority departments and outside agencies as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Six (6) years experience in management involving multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park concessions

management or rental car concessions management, commercial property/shopping center management, or hotel management.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with aviation customer service or concessions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and skill in the use of Microsoft Word, PowerPoint, Excel, and Visio.
- Knowledge and skill in contract management, sales support and financial management.
- Knowledge and a thorough understanding of Concessions Programs.
- Skills and ability to administer and manage contract documents.
- Skilled in using logic, reasoning, and analytics to identify complex problems, evaluate alternative solutions, and develop valuable business insights.
- Skills and the ability to be organized while simultaneously prioritizing tasks.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Continuous typing

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SENIOR MANAGER OF AIRPORT OPERATIONS CENTER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Senior Manager of Airport Operations Center, is responsible for managing the Authority's 24/7/365 operations and communications center which serves as the central point of contact for all calls, including emergency calls. The operations center is responsible for proactive management and leadership of airport systems, customer processing and movement, emergency management, and 911 Public Safety (Police, Fire, EMS) calls and calls relating to all critical airport systems, including elevators, escalators, and shuttles. The Senior Manager position is responsible for managing a staff of managers and a team of 30+ dispatchers on rotating shifts.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages, plans, and provides direction to the Airport Operations Center.
- Coordinates assignments for the Airport Operations Center, assigns staff to ensure adequate coverage, monitors activities to ensure the proper staffing and coordinates backup support for contingency actions.
- Determines funding requirements, develops and manages the Airport Operations Center's annual operating budget, and monitors the status of allocated funds and controls expenses.
- Plans for future needs and benchmarks operational processes against other airports to ensure best practices are always in place.
- Coordinates with internal divisions and external agencies/departments to ensure an efficient flow of communications and services.
- Establishes, Interprets, explains, and ensures compliance with program requirements, regulations, and procedures.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management or a related field.
- Five (5) years of experience managing operations at a large or medium hub airport.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability.
- Part 139 regulatory experience.
- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM).
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF BRAND STRATEGY AND USER EXPERIENCE

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Brand Strategy and User Experience is responsible for developing and maintaining graphic and brand management throughout the Authority as it relates to those who interact within the physical Airport and to the presentation of the Airport brand in written, printed, digital, and broadcast communications. The position works closely with all departments to ensure that proper brand standards are incorporated into the design, build, and implementation of all Authority programs. Leads the creative output of the Design Studio team.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains graphic and brand management standards throughout the Authority, ensuring consistency in all communications and interactions within the Airport.
- Oversees the design, editing, and production of various materials, including printed, visual, digital, web, and broadcast communications, to present the Airport brand effectively.
- Leads creative initiatives by managing project schedules, budgets, and resource coordination to ensure alignment with established goals and deliverables.
- Researches and develops innovative applications for marketing plans, including social media platforms, web and interactive technologies to engage customers and improve services.
- Serves as a liaison with community partners regarding the use of the Tampa International Airport logo and the brand's overall positioning.
- Provides consultation and design services for wayfinding and signage programs to support operations and enhance the passenger experience.
- Tracks and monitors the return on investment (ROI) for brand equity and user experience programs, making data-driven recommendations for improvements.
- Manages vendor relationships, oversees the production of marketing materials and Airport web site(s), ensuring quality in large-scale brand development projects.
- Provides hands-on graphic design and other creative services as needed.
- Participates in the long-range planning of the Master Plan and similar initiatives on behalf of the Marketing department, ensuring alignment with organizational objectives and community needs.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor Degree in Marketing, Graphic Design, Brand Management, Communications, or related field.
- Six (6) years experience in marketing, graphic design, or branding.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of brand management principles and practices, ensuring effective development and maintenance of the Authority's brand identity across various platforms.
- Knowledge of design software and tools, including Adobe Creative Suite, to oversee the production of high-quality visual communications and marketing materials.
- Knowledge of current marketing trends and technologies, staying abreast of changes in the industry to inform strategic decisions.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF BUSINESS ARCHITECTURE & PRODUCT SUPPORT

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Application Services, the Senior Manager of Business Architecture & Product Support is responsible for leading strategic Information Technology (IT) planning, managing vendor and contract relationships, and overseeing budgetary considerations for core enterprise business applications. The Senior Manager collaborates across IT and with business partners to identify opportunities for application enhancements, implement innovative tools and processes, and ensure alignment with the overall enterprise strategy. This role contributes to optimizing the functionality and effectiveness of the organization's technology landscape.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Participates in the leadership and management of the Information Technology Services (ITS) department by contributing to the development and execution of the ITS strategic plan.
- Provides strategic and tactical planning, development, evaluation, and coordination for key enterprise systems while delivering departmental initiatives and goals.
- Defines and manages the application portfolio, preparing roadmaps and establishing long-term strategies for key products and applications.
- Defines enterprise strategies that align functional solutions with business requirements and operations.
- Develops and implements application support, release management, and testing processes to ensure operational sustainability.
- Oversees vendor contracts and licensing agreements, developing and managing the team's budget and tracking spending on vendor work plans.
- Facilitates communication between the Enterprise Business Applications department and the Authority’s internal and external business partners.
- Collaborates with the Technology Project Management Office to plan resource deployment for new applications and software.
- Creates and implements policies for the appropriate use and management of the Authority’s enterprise business applications.
- Monitors and reports on the performance of enterprise applications, making recommendations for improvements as needed.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of project management experience in Agile and Waterfall Project Management methodologies, tools, and best practices, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Project Management Professional (PMP) or Certified Scrum Master (CSM) certification.
- Extensive experience implementing and supporting on-premise and SaaS Enterprise Resource Planning (ERP) solutions.
- Experience working in a public sector organization; transportation sector experience would be a plus.
- Familiarity with Organizational Change Management practices (Prosci preferred).
- Experience in application development, testing, and/or business systems analysis.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement, implementation, maintenance, and management of business applications.
- Knowledge of best practices and future directions in developing on-premise and SaaS application roadmaps.
- Knowledge of business intelligence and data architecture, including solutions for marketing, sales, service, and operations.
- Knowledge of business intelligence best practices, processes, tools, standards, and methodologies.
- Knowledge of various business intelligence solutions and the ability to create a cohesive technology roadmap.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR MANAGER OF CAPITAL PROGRAMS AND ITS

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Capital Programs and ITS, the Senior Manager of Capital Programs and ITS is responsible for overseeing the procurement process for capital improvement, Master Plan projects, and information technology. This position oversees the development of solicitation documents, specifications, and contract documents for capital and professional service agreements. Additionally, the Senior Manager of Capital Programs and ITS oversees the Owner Direct Purchase (ODP) and Job Order Contracting (JOC) Programs.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Ensuring adherence to established guidelines and promoting operational efficiency.
- Ensures compliance with all federal, state and local procurement requirements in the selection of contractors. concessionaires, consultants and individuals providing services or products to the Authority.
- Represents the Authority in negotiating contracts, agreements, work orders, and change orders.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), Invitation to Quote (ITQ), sole source and government contract purchasing.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliers.
- Oversees the development of solicitation documents, specifications, contract amendments, change orders, renewals, and contract documents for various delivery methods and facilitate Solicitation processes.
- Manages Capital Program contract and solicitation templates.

- Analyzes cost projections against industry best practices.
- Analyzes proposals and bids for responsiveness and responsibility.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years experience in purchasing, contracts management and competitive procurement processes, of which at least three (3) years in public (government) purchasing.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP), within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business, or related field.
- Certified Professional in Supply Management (CPSM).

- General Contractor's license, Class “A”, or comparable certification, or a construction procurement certification.
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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SENIOR MANAGER OF CLIENT AND FIELD SERVICES

GENERAL DESCRIPTION

Under the general direction of the Director of ITS Enterprise Operations & Client Services, the Senior Manager of Client and Field Services is responsible for leading the research and evaluation of emerging trends in Information Technology (IT) to assess their potential value and applicability within the organization. This role involves recommending new products and solutions to enhance operational efficiency and applying extensive knowledge of IT concepts and practices to inform strategic decision-making. The Senior Manager will develop comprehensive project plans, oversee the formulation of project objectives and requirements, and actively participate in project development to ensure alignment with business needs.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Recommends ways to apply new products and solutions that maximize their value to the organization and improve operational efficiency.
- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Oversees the formulation of project objectives and system development requirements, ensuring alignment with business needs.
- Prepares detailed specifications for information systems to guide development and implementation processes.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships to inform strategic decisions.
- Develops plans for testing and implementing systems and monitor these processes to ensure desired results are achieved.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years' experience managing Information Systems projects, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of information technology methods and equipment to ensure effective use of technology resources.
- Knowledge of information technology systems design and programming, enabling informed decision-making in system development.
- Knowledge of systems analysis, development, planning, and documentation methods and standards to guide project execution and compliance.

- Knowledge of customer service principles and practices to ensure high-quality support for clients and end-users.
- Ability to synthesize project information and establish the appropriate scope and objectives for various initiatives.
- Ability to collect, organize, and evaluate data to make logical and informed decisions that impact project success.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR MANAGER OF COMMERCIAL PARKING AND GROUND TRANSPORTATION

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Senior Manager of Commercial Parking and Ground Transportation is responsible for day-to-day operations, capacity management and operational efficiency of Tampa International Airport's public and employee parking facilities, rental car services, and ground transportation lines of business. This role entails managing key operational functions, including budget development, capacity forecasting, and contract management, while actively seeking opportunities to enhance revenue and streamline operations. Additionally, this role will involve collaboration with various stakeholders to implement strategic initiatives that improve the overall passenger experience.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the day-to-day operations of the Airport’s public and employee parking, rental car, and ground transportation services, including the management of associated revenues, contracts, programs, and products.
- Conducts research and provides recommendations aimed at retaining or generating additional revenue while enhancing operational efficiencies within all areas of responsibility.
- Assists in establishing forecasts and budgets for the department, ensuring alignment with annual targets for parking, rental car, and ground transportation services.
- Analyzes performance for parking, rental cars, and ground transportation, providing insightful reports and analysis to senior leadership.
- Supports the development, implementation, and management of agreements with parking contractors, focusing on budget adherence, customer service enhancements, and operational efficiency.
- Collaborates with other departments and parking contractor to ensure compliance with revenue control measures, airport policies, procedures, and audit requirements.
- Drafts and revises policies, procedures, rules and regulations.
- Drafts and revises emergency procedures and collaborates with other departments to be the team lead for emergency planning and response.
- Works alongside the Commercial Parking System Manager to effectively utilize the Online Booking System to influence occupancy rates, optimize revenue, and improve customer service.

- Serves as first point of contact for customer feedback and requests regarding parking fee adjustments and refunds to maintain a high level of customer service.
- Utilizes parking-related software and technology to engage passengers, enhance perceived value, and retain users of parking services.
- Contributes to the identification and implementation of both short- and long-term strategic plans for airport parking, rental car, and ground transportation initiatives.
- With the Director of Commercial Parking and Ground Transportation, leads assists, and negotiates in the procurement of parking, rental car, and ground transportation agreements.
- Ensures compliance with agreement terms and conditions including tracking of insurances, security deposits, collection of fees, and promotes operational excellence by enforcing standards.
- Serves as subject matter expect in the operation and maintenance of the Authority's Rental Car Center and maintains excellent working relationship with the Rental Car Center's contracted third party manager.
- Serves as subject matter expert regarding operation of the Authority's Automatic Vehicle Identification system for ground transportation operators.
- Team lead during the planning, implementation, and monitoring of selected capital improvement, construction, and maintenance projects to minimize customer service and operational impacts.
- Fosters excellent working relationships with tenants, contractors, and other external stakeholders to further goals and objectives.
- Leads and mentors team members, fostering a high level of passenger service and ensuring compliance with contractual obligations in all aspects of parking facility operations, rental cars, and ground transportation services.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Six (6) years of management experience involving parking, rental car concession, or ground transportation management
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the parking, rental car, and ground transportation industry, including social, economic, political, and technological trends that influence parking revenue and operational practices.
- Skill in preparing and presenting detailed reports that outline project status, identify challenges, and recommend effective solutions to a range of stakeholders.
- Skill in creating, managing, forecasting, and analyzing budgets and profit and loss statements (P&Ls) to ensure financial objectives are achieved.
- Ability to analyze and interpret capacity and revenue trends and industry applications, identifying opportunities for growth and operational improvement.
- Ability to build and maintain strong relationships with various stakeholders, including internal departments and external partners.
- Ability to demonstrate initiative, think critically, and exercise sound judgment in decision-making processes.
- Knowledge of compliance standards and best practices relevant to parking facility operations, rental car agreements, and ground transportation services.
- Ability to lead, coach, and mentor team members, ensuring a high level of passenger service and adherence to contractual obligations across all operational aspects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing

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SENIOR MANAGER OF COMMERCIAL REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Real Estate, the Senior Manager of Commercial Real Estate is responsible for attracting new commercial development opportunities and overseeing marketing efforts for both aeronautical and non-aeronautical land. The position involves managing tenant relations, ensuring timely responses, creative problem-solving. The Senior Manager also supports the Authority's real estate development strategy and oversees a team handling various real estate activities, such as title work, surveys, easements, environmental issues, appraisal reviews, purchase, relocation, property management and development of property interests.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Contributes to strategic planning efforts and assists in developing, implementing, and managing property development strategies.
- Provides real estate venture advice, ensuring compliance with laws and regulations while monitoring market trends for new development opportunities.
- Prepares lease documents, negotiates favorable terms, and ensures contract compliance.
- Conducts financial analyses to assess development feasibility, risks, and returns.
- Assists in managing the real estate budget, forecasting, cost controls, and revenue generation.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Business Administration or related field.
- Six (6) years experience in real estate development.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Licensed Real Estate Agent to be obtained within One (1) year of hire.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations related to the development and leasing of airport property.
- Knowledge of commercial real estate and leasing contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking

- Sitting up to 6 hours per day
- Continuous typing

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SENIOR MANAGER OF COMMUNICATIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing, Communications and Strategy, the Senior Manager of Communications plays a vital role in shaping the narrative of the Authority's four airports. This position involves writing and supervising the creation of press releases, news stories, and other internal and external messaging while managing the airport's industry-leading social media program. The Senior Manager will oversee staff, develop and execute communication projects aligned with Authority objectives, and lead communications for construction projects and revenue-generating initiatives. This role also includes creating analytics reports, researching and writing for executive staff, organizing public outreach and responding to media inquiries to promote airport initiatives effectively.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Writes and edits compelling stories for distribution through the Authority newsletters, websites, and various digital platforms.
- Leads communications efforts for the Authority construction projects and revenue-generating initiatives, while maintaining an organized messaging calendar.
- Develops and implements a comprehensive social media program strategy, ensuring content accuracy, brand consistency, and growth in audience engagement.
- Collaborates with business partners, HCAA Marketing staff, and other departments to plan and execute impactful events that enhance the Authority's visibility.
- Creates detailed analytics reports to evaluate social media program performance and manage social listening software to monitor audience sentiment and trends.
- Researches and writes internal and external communications for the CEO and other executive staff, ensuring clear and effective messaging.
- Responds to media requests, while actively monitoring news coverage of the Authority and the aviation industry to identify trends and opportunities for promoting airport initiatives.
- Acts as official spokesperson for the Authority.
- Plan and execute press conferences or public outreach events for construction milestones and other major developments.
- Responds and supports communications and stakeholder engagement; emergency/breaking news response including representing the Communications department in-person and virtually

for Emergency Operations Center meetings and briefings, execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management
- Oversees and mentors team members to achieve departmental and Authority objectives, fostering a collaborative work environment.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Journalism, Mass Communications, English, or related field.
- Six (6) years’ experience in Journalism, Media Relations or Public Relations as well as Strategic and Crisis Communications experience.
- Three (2) years supervisory experience.

- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Proficiency in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of outstanding writing techniques and the ability to communicate technical information accurately and in an easily understandable manner.
- Knowledge of branding and public engagement strategies, demonstrating strong leadership and strategic thinking to enhance the airport's brand.
- Skill in prioritizing assignments and managing multiple tasks effectively under tight deadlines, while embracing new technologies and understanding effective social media messaging.
- Skill in data analysis, with a strong understanding of social media trends, video storytelling, and Search Engine Optimization (SEO) best practices.
- Ability to provide excellent customer care to a variety of audiences and stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF COMMUNITY RELATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Government and Community Relations, the Senior Manager of Community Relations oversees the daily operations of the Authority's Disadvantaged Business Enterprise (DBE), Airport Concessions Disadvantaged Business Enterprise (ACDBE), and Woman Minority Business Enterprise (WMBE) programs. This role ensures compliance with federal regulations while promoting inclusion and opportunities for minority- and women-owned businesses. The Senior Manager implements programs, evaluates certification applications, provides applicant guidance, builds stakeholder relationships, mentors team members, prepares reports, and represents the Authority at community events to advance business diversity initiatives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Monitors the DBE, ACDBE, WMBE programs to ensure compliance with Federal Aviation Administration (FAA) and United States Department of Transportation (USDOT), 49 Code of Federal Regulations (CFR) Parts 26 and 23.
- Provides direction and leadership to assist staff with daily work details to ensure that all aspects of the Business Diversity Programs are compliant in accordance with USDOT Federal Regulations and the Authority’s DBE/ACDBE and WMBE Policies.
- Engages regularly with Planning and Development, Procurement, Concessions and Finance to ensure ACDBE/DBE/WMBE compliance and Authority solicitation documents are accurate as it relates to goal setting, reporting, etc.
- Participates in the Authority’s contract solicitation process, including the oversight of the development of contract goals and the evaluation of bidder/proposer, i.e. Assurance and Letters of Intent documents to determine responsiveness.
- Represents the community Relations Department with conflict resolution pertaining to DBE/WMBE/ACDBE businesses.
- Approves all DBE/WMBE/ACDBE vendors to work on projects.
- Develops the overall goals for the DBE/ACDBE programs and develops the annual reports as required by the FAA
- Represents the Authority at various local and national meetings and business diversity outreach events.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelors Degree In Business Administration, Public Administration, Business Management or related field.
- Six (6) years of experience in government affairs, business diversity, or related field.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Disadvantaged Business Enterprise (DBE), Airport Concession Business Enterprise (ACDBE), Woman Minority Business Enterprise (WMBE) programs, and Title VI programs, ensuring compliance with applicable regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF CONSTRUCTION

GENERAL DESCRIPTION

Under the general direction of the Director of Construction, the Senior Manager of Construction is responsible for directing and supervising Authority construction staff, architects, engineers, and support personnel overseeing and inspecting the construction of facilities for the Authority's airport system. The Senior Manager ensures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the goals and objectives of the Authority. This position oversees the communication between Authority Staff, contractors, designers, inspectors, and the Authority's Consulting Engineer on all construction projects.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Professionally represent the Authority as the primary interface with contractors and designers.
- With the assistance of the Construction Project Managers, ensures that regular construction progress meetings are conducted between contractors, designers and inspectors to review procedures, progress, scheduling and changes to the work.
- Monitors the contractor's implementation and maintenance of a Safety Program. Reviews all proposed changes to the construction contracts and assures proper application and interpretation of the Contract Documents.
- Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly status of construction report by the construction project manager.
- Facilitates meetings with all parties to help defuse issues. This includes contractors, fellow construction staff, tenants, airlines, and other Authority departments. Strong professional-level people skills required.
- Reviews the schedules submitted by the contractor to ensure compliance with the contract and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the contract.
- Acts as the representative of the Authority at the site of all construction work.
- Oversees Construction Project Managers' scheduling and conducting of progress meetings.
- Monitors the Architect/Engineer in determining that factory inspection and testing for items fabricated outside project limits is performed.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Develop and maintain relationships with the contractor, architect, engineer to ensure the highest level of quality and customer service is delivered.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Six (6) years experience in Construction Management related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF EMPLOYEE RELATIONS & TALENT ACQUISITION

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Employee Relations and Talent Acquisition plays a pivotal role in shaping and enhancing the organization's employee relations and talent acquisition strategies. This senior leadership position encompasses managing and implementing Human Resources (HR) policies, overseeing recruitment efforts, providing guidance on labor relations, ensuring alignment with organizational goals and compliance with regulations. The role involves leading a dedicated team in developing annual recruitment strategies, conducting investigations, and advising on HR policies while managing the HR department's budget. Additionally, the Senior Manager will facilitate effective onboarding and offboarding processes, oversee compliance reporting, and engage in collective bargaining negotiations, making them a key player in fostering a positive work environment and workforce development.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead and manage comprehensive HR programs, including recruitment, labor relations, personnel records, and employee recognition initiatives.
- Participate actively in labor agreement negotiations to ensure fair and equitable outcomes.
- Supervise and mentor a dedicated team responsible for talent acquisition, overseeing onboarding and offboarding processes.
- Develop and implement an annual recruitment strategy that aligns with Succession Planning objectives, providing regular progress updates.
- Manage the HR department's budget in accordance with the Authority's fiscal plan, ensuring effective position control and reporting.
- Provide expert guidance on the implications of laws, regulations, Authority policies, and collective bargaining agreements.
- Assist management in the development and revision of HR policies, procedures, and programs that support organizational objectives.
- Conduct or oversee timely investigations related to employee and labor relations, document findings, and provide actionable recommendations.
- Advise managers and staff on policy interpretation, recruitment strategies, compensation, conflict resolution, and union grievances.

- Seek legal counsel for complex cases, including drafting responses for legal review, particularly for EEOC claims.
- Manage contracts and agreements for temporary labor, negotiating terms, tracking expenditures, and serving as the primary contact.
- Act as a liaison for Unemployment Compensation, fostering effective working relationships internally and externally.
- Ensure hiring practices comply with Authority standards, state and federal regulations, and employment laws.
- Oversee the entire hiring process, including conducting background checks and I-9 verification to ensure compliance.
- Compile accurate reports for internal and external compliance requests, including completion of the Authority's EEO-4 report and Affirmative Action Plan (AAP).
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Social Sciences, Behavioral Sciences, or related field.
- Six (6) years experience in human resource management functions, emphasizing Employee Relations and Recruitment.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of HR policies, procedures, and best practices, particularly in employee relations and talent acquisition.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of effective recruitment strategies, succession planning, and talent acquisition methodologies.
- Knowledge of budgetary principles and experience in managing HR budgets effectively.
- Skills in resolving employee conflicts and labor-related disputes.
- Skills and ability to effectively advise and collaborate with diverse stakeholders.
- Skills in managing HR teams, overseeing talent acquisition, and providing strategic guidance.
- Skills with collective bargaining agreements and contract management.
- Skills in establishing and maintaining effective working relationships with internal and external stakeholders.
- Skill and problem-solving ability, especially in addressing complex employee relations issues and legal matters.
- Ability to compile and analyze data for reporting and decision-making purposes.
- Ability to think strategically and contribute to developing HR policies and programs aligned with organizational goals.
- Ability to adapt to changing HR landscapes, legal requirements, and organizational needs.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR MANAGER OF ENTERPRISE SERVICE DELIVERY

GENERAL DESCRIPTION

Under the general direction of the Director of ITS Enterprise Operations & Client Services, the Senior Manager of Enterprise Service Delivery is responsible for overseeing the management of Information Technology (IT) operations, specifically focusing on the implementation and optimization of work plans that align with annual goals and the strategic plan. This role involves actively resolving operational and management issues while ensuring efficient resource utilization to meet organizational objectives and enhance overall service delivery. The Senior Manager plays a pivotal role in reviewing and modifying work plans and determining work priorities to ensure optimal coverage, responding to customer service escalations and mediating conflicts to maintain operational harmony. Additionally, the Senior Manager provides valuable technical expertise to both clients and IT staff, recommending technology solutions that align with business needs and leading initiatives for process improvements to boost efficiency and operational effectiveness across the organization.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews, develops, and modifies work plans, methods, and procedures to enhance operational efficiency; determine work priorities and create work schedules to ensure adequate staff coverage.
- Responds to customer service escalations and complaints, assisting subordinate staff with challenging assignments and mediating conflicts that arise during daily operations.
- Provides recommendations to higher-level management regarding the development of goals, objectives, and priorities for the operation, aligning them with organizational strategies.
- Provides technical expertise to clients and IT staff by identifying technology solutions that meet business needs and leading the design, development, and maintenance of supported technologies.
- Monitors and evaluates daily operations to ensure established standards and procedures are being followed effectively.
- Recommends and implements process improvements within the work group to enhance efficiency and service delivery.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience managing information technology operations, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- ITIL, CompTIA A+, CompTIA Network+ and advanced Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer hardware and software utilized in networked and web-based environments to ensure effective technology operations.
- Knowledge of information technology designs, setups, installation, implementation, and maintenance to support organizational objectives.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications, with the ability to recommend changes that improve operational efficiencies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR MANAGER OF ENVIRONMENTAL SERVICES

GENERAL DESCRIPTION

Under the direction of the Director of Planning, Senior Manager of Environmental Services leads the Environmental Compliance Program for the Authority's airport system. The goal of the Environmental Compliance Program is to reduce existing and future environmental liabilities, reduce compliance costs associated with regulatory permits and reporting requirements, and cost-effectively manage compliance responsibilities with a focus on pollution prevention. This position manages the activities of the Authority's environmental consultants and contractors as it relates to the day-to-day operation and maintenance of airport facilities. This position represents the Authority before regulatory agencies and is responsible for environmental-related communications with environmental regulators, consultants, stakeholders, and contractors. This position serves as a liaison for the airport system's stakeholders to provide recommendations on design compatibility and interpretation of environmental regulations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the environmental section's operation and maintenance (O&M) budget, monitors the status of funds and determines staffing requirements.
- Serves as the Contract Manager for the Authority's continuing general environmental consultant contract.
- Manages the Stormwater Pollution Prevention Plans (SWPPPs), Spill Prevention, Control & Countermeasure (SPCC) plans, and best management practices associated with the ARFF fire drill pit; this includes ongoing SWPPP permitting and hosting annual SWPPP/SPCC training for Authority staff, tenants and interested parties.
- Coordinates with Authority departments on the management and disposal of Authority-generated potentially/hazardous waste; this includes ongoing hazmat permitting and managing a quarterly hazardous waste disposal program.
- Manages the O&M of the ARFF fire drill pit, 29 petroleum storage systems and 20 oil-water separators; this includes ongoing permitting and serving as the procurement professional to procure and implement outsourced repair and maintenance contracts on these facilities.
- Manages water resource permitting for well water, irrigation water, and reclaimed water including regulatory data reporting and meter accuracy testing.
- Coordinates outsourced aquatic maintenance of wetland mitigation sites at TPA and VDF.

- Manages pollution remediation obligations of contaminated Authority property; this incorporates many disciplines including drilling, testing, source removal, preparing and professionally certifying reports, implementing institutional/engineering controls, surveying, title work, legal noticing; coordination/negotiation with attorneys, consultants, contractors, tenants, former tenants, government agencies, easementholders, and others.
- Manages TPA's Soil and Groundwater Use Regulations; confirms new buildings are connected to municipal water supply; and soil disturbance plans are reviewed against delineated areas so that advisory language can be provided to Contract/Project Managers, Tenant Work Permit Coordinator, or other parties.
- Participates in any projects on Authority property that involve environmental regulatory matters, environmental audits, environmental permits, pollution remediation, petroleum storage systems, potentially/hazardous waste, asbestos and lead.
- Coordinates with Risk Management to secure the annual scheduled insurance policy for Authority petroleum storage systems, determines environmental risks for upcoming projects, and performs research on historical commercial general liability policies with respect to legacy pollution conditions.
- Participates in establishing and reviewing standard contract/lease language.
- Coordinates environmental audits for property that is owned by the Authority and property that is considered for acquisition or divestiture; this includes audits related to tenant or maintenance service provider lease agreements or contracts, and baseline sampling audits.
- Coordinates with Operations on spill tracking, provides regulatory reporting, and participates in the procurement of pollution remediation actions.
- Coordinates with the Tenant Work Permit Coordinator to review and comment on tenant work permits involving petroleum storage systems, asbestos and lead paint abatement, hazardous waste disposal, environmental permits, notices of violation, and pollution remediation correspondence.
- Serves as subject matter expert on general airport history, and historical research for legal matters including pollution conditions attributed to the past use of firefighting foam, petroleum, and hazardous materials.
- Manages the Authority-wide PFAS transition plan that addresses a wide variety of public health-related topics associated with emerging contaminants including per- and polyfluoroalkyl substances.
- Serves as a Project Director, when necessary to support P&D's design section.
- Manages the 1.5M P&D department O&M budget, 200k environmental services section budget and 400k pollution remediation obligation budget; and has responsibility in the workflow of the Authority's continuing general environmental consultant and the outside environmental attorney providing special legal services.
- Provides Authorized Signatory responsibility for badging and credentialling of approximately 200 badgeholders including Authority P&D employees, outside consultants and contractors.Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Geology, Engineering, or related field.
- Five (5) years experience in environmental engineering for an airport or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Geology, Engineering, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF FACILITIES

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Senior Manager of Facilities ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, convenience, reliability, and value. This position oversees the Electronics and Facilities Maintenance sections, managing the activities and personnel involved in maintaining critical systems such as low voltage systems, CCTV, two-way radio, fire alarms, access controls, finishes, seating, carpentry, fire protection and plumbing. The Senior Manager also ensures that the maintenance staff contributes to capital project development by providing insights on life cycle costs, maintainability, and reliability.

The Senior Manager is also tasked with representing the interest of Facilities in the design and construction of new airport facilities, as well as managing the technical contracts that support the division's operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Procures specialty maintenance services and systems, including the development of specifications to meet operational needs.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.

- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Creates, implements, and monitors project management plans, including specification development, for various maintenance and construction projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR MANAGER OF GA CAPITAL PROJECTS, BUSINESS & ADMIN

GENERAL DESCRIPTION

Under the general direction of the Vice President of General Aviation, the Senior Manager of GA Capital Projects, Business & Admin is responsible for overseeing the General Aviation Capital Improvement Program and managing the business operations of the Authority's General Aviation airports as well as activities at Tampa International Airport (TPA). This role involves ensuring that capital projects align with the long-term objectives of the Authority, including assessing facility and infrastructure requirements, defining projects, and managing budgets. Additionally, the Senior Manager will focus on events and marketing initiatives related to both aeronautical and non-aeronautical business development within general aviation.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the development of the Authority's general aviation airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, and capital project design conforms to the long-term objectives of the Authority.
- Manages the Capital Project O&M and Project budgets for the General Aviation Airports.
- Prepares and/or monitors project budgets, monitors status of allocated funds and controls expenses.
- Develops the department flight plans in coordination with team members.
- Develops and maintains department reports necessary to monitor business and financial trends, including the tracking of based aircraft and the monthly activity reports.
- Coordinates with the Authority's Marketing and Communications departments for the development, implementation of marketing and public and community outreach programs for the general aviation airports.
- Liaises with the Authority's Real Estate department that supports airport development and preparation of final leases and agreements for general aviation facilities to ensure that the airports interests are met.
- Assists in the development and implementation of policies and procedures for the Aviation's General Airport System.
- Assists the Vice President of General Aviation with meetings and events, including tenant meetings, Executive Team and regular Board meetings.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or a related field.
- Six (6) years of experience in airport operations management and maintenance, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling
- Constant typing
- Occasional exposure to extreme weather, noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Very frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF GA OPERATIONS & MAINTENANCE

GENERAL DESCRIPTION

Under the direction of the Vice President of General Aviation, the Senior Manager of GA Operations & Maintenance ensures operational safety and compliance with relevant laws, regulations, and contractual obligations for General Aviation airports. The Senior Manager manages the operations and maintenance budget, develops, updates emergency and security plans in collaboration with relevant authorities. Additionally, this position involves coordinating with Planning & Development and Maintenance departments to ensure compliance with zoning regulations and tenant construction standards while providing guidance to the public and airport users regarding FAA and FDOT requirements.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees daily activities of the General Aviation airports.
- Manages the O&M budget for the General Aviation airports.
- Develops and updates airport emergency plans; conducts airport emergency training, coordinating exercises and drills.
- Develops and updates airport security plan with the FDOT and manages the security program at each airport.
- Provides key inputs in administering the Authority's Height Zoning Regulations as they relate to general aviation airports to assure compliance and to protect the air space adjacent to Authority airports.
- Reviews and provides key inputs on plans for tenant alterations and construction schedules for work at general aviation airports to ensure compliance with leases and development standards.
- Provides information to the public and Airport users regarding FAA regulations and FDOT requirements; ensures that aircraft owners and operators comply with regulations regarding ground traffic, air traffic patterns, parking and other safety rules and regulations.
- Oversees the General Aviation airports grounds and facilities maintenance program.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or related field.
- Six (6) years of experience in airport operations management and maintenance, or related experience.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per shift
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF AIRFIELD, FLEET AND GROUNDS

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance, the Senior Manager of Airfield, Fleet and Grounds ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, reliability, and value. This position oversees the Airfield, Fleet and Grounds sections, including airfield pavements, markings and all fleet equipment purchases both new and replacements.. The Senior Manager is also tasked with developing and implementing staffing and development programs, formulating departmental goals and objectives, and overseeing project management plans while also ensuring that maintenance staff contribute to capital project development teams by providing insights on life cycle costs and reliability.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.
- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.

- Monitors and manages utility expenses, developing energy management programs to optimize resource usage.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- High-level management experience at an airport, large commercial or institutional facility.
- Facilities Maintenance Profession Certification (FMP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs and over.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching over-head, kneeling & crawling.
- Frequent typing.
- Occasional climbing.
- Continuous exposure to extreme weather.
- Frequent exposure to chemicals & insects.
- Continuous use of car/light truck.

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

~~***non-merit factors.***~~

SENIOR MANAGER OF GUEST EXPERIENCE AND LOST & FOUND

GENERAL DESCRIPTION

Under the general direction of the Director of Terminal Operations and Guest Experience, the Senior Manager of Guest Experience and Lost & Found plays a pivotal role in enhancing the overall airport experience. This position involves supervising and mentoring Guest Experience Managers and overseeing key programs, including the Volunteer Ambassador Program and Lost & Found, to ensure optimal passenger flow at the Federal Inspection Station. The Senior Manager also works to improve customer service initiatives and may participate in community outreach projects.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the allocation of budgets and resources, establishing policies and procedures to maintain operational continuity.
- Researches and conducts feasibility studies for additional guest services, such as concierge and VIP offerings, to enhance the overall experience.
- Works collectively with partner airlines and TSA to implement the TPA360 program for autistic travelers, ensuring inclusivity and support.
- Actively collaborates on airport projects to meet guest and passenger needs while prioritizing high levels of service.
- Partners with U.S. Customs and Border Protection, Airport Operations, Marketing, and IT to improve the international arrival experience for passengers.
- Coordinates and executes high-level events, VIP tours, and community partner engagements, ensuring exceptional service and guest experience.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6) years experience in airport operations, guest relations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF INFORMATION SECURITY OFFICE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Senior Manager of Information Security Office is responsible for providing technical leadership, expertise, and guidance on information security initiatives, including the planning and development of a comprehensive information security strategy that aligns with the Authority's strategic plan. This position demands an in-depth understanding of data breach reporting laws, generally accepted information security principles, and related best practices in information technology security. Additionally, the Senior Manager of Information Security Office, prepares and presents complex information security concepts and reports to a diverse audience of both technical and non-technical stakeholders.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide information and recommendations to the Vice President of Information Technology (ITS) and other executives regarding compliance with laws and regulations governing the protection of sensitive and confidential systems and data.
- Collaborates with other ITS staff and stakeholders to develop security policies, standards, and guidelines that ensure the confidentiality, integrity, and availability of information systems and data.
- Supports the protection of information technology assets by developing, implementing, and operating security best practices, including systems access management, security monitoring, and threat evaluation.
- Reports all critical security issues promptly to the Vice President of ITS and other executives to ensure timely resolution and mitigation.
- Develops risk reduction strategies and plans to enhance the overall security posture of the organization.
- Supports the development and delivery of employee security awareness training programs to promote a culture of security within the organization.
- Collaborates with external consultants as needed to facilitate independent security audits, assessments, and intrusion and penetration testing.
- Monitors compliance with established security policies and procedures, conducting regular reviews and updates, as necessary.

- Analyzes security incidents and breaches, providing detailed reports and recommendations for improvement.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in information security roles including experience with Payment Card Industry-Data Security Standard (PCI-DSS) audits, or similar experience.
- Three (3) years of supervisory experience.
- Certified Information Systems Security Professional (CISSP) certification issued by ISC.

- Valid IT security certification such as Certified Ethical Hacker (CEH) or Comp TIA Security+.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of UNIX/Linux and Microsoft Server environments (2016, 2019, 2022) as well as Windows 10/11, ensuring proficiency in system administration and security configurations.
- Knowledge of WANs, LANs, the Internet, and Intranets, along with a strong understanding of network protocols and services such as Telnet and FTP.
- Knowledge of Virtual Private Networks (VPNs), Multi-Factor Authentication (MFA), Web Application Firewalls (WAF), and enterprise security management tools.
- Knowledge of internet filtering solutions and Mobile Device Management (MDM) systems to protect organizational data on mobile devices.
- Knowledge of security best practices and methodologies to implement robust security measures within an enterprise environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF INNOVATION

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Innovation is responsible for the comprehensive vision, strategic plan, and execution of programs and initiatives that foster building a culture of innovation throughout the organization. This position will represent the Authority as a global leader in innovation and engagement strategies throughout the Tampa Bay community and aviation industry. The role will serve as a catalyst for change by driving employee engagement and innovation by utilizing education, initiatives, and partnerships to further the Authority's commitment to a positive, progressive organizational future to foster and promote a culture of engagement, innovation, inclusion, and organizational transformation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops a comprehensive organizational plan that encompasses current goals, best practices, and alignment towards the Authority's strategic objectives, Innovation, & Process Improvement, and annually measures the success of accomplishing the objectives.
- Collaborates with senior leadership and internal departments to identify and implement organizational actions and programs that inspire the Authority to embrace innovative practices at all levels, while also engaging with community members, organizations, and government agencies to foster collaboration and engagement.
- Creates strategic programs and processes and empowers staff to execute results, including driving the Authority's Cultural Intelligence initiative to create and maintain a positive, rewarding work environment, a strong sense of belonging, and a happier, more fulfilled workforce, leading to enhanced productivity and innovation.
- Creates a culture of process improvement, experimentation, creativity, and risk-taking by delivering creative problem-solving and support.
- Develops, implements, and analyzes employee engagement surveys to gather feedback on workplace satisfaction, identify areas for improvement, and track employee engagement trends.
- Design, plan, and execute employee engagement and recognition programs, activities, and initiatives that align with the organization's goals and culture to maintain the organization as a Top Workplace, such as onboarding, Take Flight Award, and Community Leadership programs.

- Develops and sustains processes to engage employees at all levels to contribute toward innovative ideas, practices, and solutions, such as an innovation recognition program, innovation challenges, and brainstorming and ideation workshops.
- Develops change management support tools for successful change initiatives while collaborating closely with the Leadership and Employee Development team to deliver change management education and support to create and implement innovative problem-solving solutions and organizational change management education.
- Reviews and assesses current organizational practices and programs, identifying process improvement opportunities and innovative solutions to build competency and proficiency within the enterprise organization.
- Monitors industry trends and best practices in innovation to inform program development and continuous improvement.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Social Sciences, Behavioral Sciences, or related field.
- Six (6) years of work experience in human resource management functions.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of leadership behaviors to leverage innovative thinking, drive organizational focus, and enhance cultural intelligence to achieve proven results through effective collaboration and empowerment.
- Knowledge and technical expertise in change management methodologies necessary to embed innovative and transformative behaviors throughout the organization.
- Skill in relationship building and networking to form a strategic rapport that supports innovation objectives and enhances an organizational culture of innovation.
- Skill with problem-solving and substantial reasoning with a proven record of successfully implementing large-scale program strategies and managing overall performance results.
- Skill and ability working in large, complex organizations, such as airport environments or governmental agencies, developing and implementing sustainability and wellness programs.
- Ability to be a self-starter and work in a dynamic, collaborative, and open environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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SENIOR MANAGER OF INTERNAL AUDIT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Internal Audit, the Senior Manager of Internal Audit is responsible for overseeing and directing audit activities related to complex financial and program operations within various departments, agencies, and external organizations that have contractual relationships with the Authority. This role involves managing a team of auditors, ensuring compliance with established procedures, and evaluating the effectiveness of internal controls. This position will formulate the annual audit plan, establish audit objectives, and provide guidance on documentation and analysis methods to support findings and recommendations. This position maintains a high level of integrity and transparency of the Authority's operations through rigorous auditing practices and effective leadership.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees planning, coordination, and performance of assurance and consulting engagements of auditors from beginning to end.
- Reviews auditor workpapers ad reports to ensure conformance with professional standards and Department specifications.
- Responsible for highly complex areas of an engagement while providing support to subordinates in their performance of less-complex areas.
- Communicates engagement progress, technical problems, and potential issues identified to supervisor and senior leadership stakeholders.
- Formulates and assists in developing the annual audit plan, determining specific audit focus and direction in alignment with organizational objectives.
- Oversees the execution of audit activities, ensuring compliance with professional standards and monitoring the progress of audit assignments.
- Provides guidance on proper documentation techniques, data gathering, and analysis methods to support audit findings and recommendations.
- Reviews and evaluates completed audit work for accuracy, adequacy, and compliance with established standards, ensuring that sufficient supporting documentation is present.
- Leads the internal and external assessment efforts for the Department by coordinating the assessments, communicating results of the assessments, and ensuring the Department takes any corrective action needed to ensure compliance with standards.

- Manages the Department templates, including the execution and communication of revisions to templates.
- Conducts audits of highly technical or complex areas to assess the effectiveness of management controls and compliance with relevant policies and regulations.
- Prepares comprehensive reports on audit findings for presentation to senior management, highlighting critical issues and recommendations for improvement.
- Collaborates with other departments and stakeholders to address audit findings and implement necessary changes for operational enhancement.
- Participates in periodic project status meetings with staff to discuss progress, challenges, and resource requirements related to audit activities.
- Ensures regular communication with management regarding audit progress, technical issues, and any concerns that may arise during the audit process.
- Assists Vice President with completion of the annual risk assessment, annual audit plan, and preparation for Audit Committee Meeting.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Business or Public Administration, or related field.
- Six (6) years experience as a professional auditor.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- If not currently a Certified Internal Auditor, will be expected to become certified by end of second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience as a professional auditor in the aviation industry.
- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to assist auditors with identification and communication of issues, with recognition of root causes to ensure recommendations are appropriate considering feasibility and overall risk, and with evaluation for inclusion in report.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Knowledge of auditing principles, practices, and procedures, particularly as they pertain to financial and program operations within government agencies and contractual relationships.
- Knowledge of local, state, and federal laws and regulations related to fiscal management and auditing, ensuring all activities comply with legal standards.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to assess the adequacy and effectiveness of management controls over operational activities, making informed recommendations for improvement.

- Ability to leaf follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Knowledge of the principles of governmental accounting, business and public administration.
- Ability to exercise judgement and discretion in evaluating audit findings for critical and non-critical matters.
- Advanced skill with Microsoft Office Suite.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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SENIOR MANAGER OF IT INFRASTRUCTURE

GENERAL DESCRIPTION

Under the general direction of the Director of ITS Enterprise Operations & Client Services, the Senior Manager of IT Infrastructure is responsible for leading the research and evaluation of emerging trends in the information technology field to assess their potential value and applicability to the organization. This role involves recommending the application of new products and solutions to maximize their value and enhance the Authority's Information Technology (IT) infrastructure. The Senior Manager will prepare comprehensive project plans and schedules, ensuring that all project objectives and system development requirements align with business needs. This position plays a critical role in facilitating successful project execution and strategic planning within the IT Infrastructure department.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates the Authority's IT infrastructure, regularly looking for new technology to address business needs.
- Recommend ways to apply new products and solutions that maximize their value and improve organizational performance.
- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Actively participates in project development as needed, contributing expertise and oversight to ensure successful outcomes.
- Monitors activities performed by project staff to ensure that all products and documentation meet departmental standards and quality expectations.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships to inform strategic planning.
- Develops plans for testing and implementing systems, monitoring those processes to ensure that desired results are achieved and maintained.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years' experience managing Information Systems projects, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of various information technology methods and equipment to inform strategic decisions.
- Knowledge of information technology systems design and programming, enabling effective oversight of infrastructure projects.

- Knowledge of IT infrastructure components, including servers, storage solutions, networking equipment, and cloud technologies.
- Ability to synthesize project information and establish the appropriate scope, objectives, and deliverables for various projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR MANAGER OF LEADERSHIP & EMPLOYEE DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Leadership and Employee Development is instrumental in shaping the growth and performance of the workforce. This leadership role encompasses strategic planning, budgeting, and management of various organizational development and training initiatives. This role will assess current training gaps, anticipate future needs, and lead succession planning efforts to cultivate a high-performance culture. By implementing effective training programs and promoting employee growth initiatives, this position aims to enhance overall organizational effectiveness and align with the Authority's mission, vision, and values. Through collaboration and innovation, the Senior Manager will drive initiatives that foster leadership development and strengthen employee engagement across the Authority.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and implements the Authority's training programs, ensuring accurate record-keeping of all completed employee training.
- Develops and implements comprehensive leadership training programs that incorporate career development components.
- Collaborates with the Senior Manager of Employee Relations and Talent Acquisition to align job descriptions and career paths effectively.
- Facilitates and designs training and development curricula tailored for all Authority employees.
- Establishes and oversees mentoring and coaching programs to enhance employee development.
- Drives succession planning initiatives through targeted employee development strategies.
- Leads Leadership Team retreats and team-building exercises to foster collaboration and engagement.
- Innovates retention programs reinforcing the Authority's mission, vision, and values.
- Manages the Performance Management process, updates performance dimensions, and effectively administers the performance management system.
- Conducts annual performance evaluation training, incorporating strategies for performance improvement plans.
- Develops and manages the Authority's Training and Development budget to ensure effective resource allocation.

- Creates Requests for Proposals (RFPs) and oversees contracted services related to training and development.
- Assesses and analyzes training needs to ensure programs are aligned with organizational goals.
- Monitors and evaluates the effectiveness of training programs, making recommendations for improvement.
- Fosters a culture of continuous learning and professional development throughout the organization.
- Serves as a key resource for leadership on best practices in employee development and performance management.
- Stays informed about industry trends and advancements in leadership and employee development to keep programs relevant and effective.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Industrial Psychology, Organizational Development, Behavioral Science, Business Administration, or related field.
- Six (6) years of experience in leadership development or human resource management functions, specifically in employee development and training.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Suite and similar systems.
- Knowledge of HR principles, practices, and trends, focusing on leadership development, employee engagement, and succession planning.
- Knowledge and skill with adult learning principles, training methodologies, and development strategies to enhance employee capabilities and development.
- Knowledge and skill with performance measurement systems, goal-setting processes, and other technology skills and strategies for enhancing individual and team performance.
- Knowledge of organizational development theories, strategies, and best practices to drive positive organizational change and growth.
- Knowledge of change management principles and effectively navigating and leading teams through organizational transitions.
- Skill and ability to analyze and problem-solve, with the ability to identify issues, analyze data, and implement creative and innovative solutions.
- Skill in facilitating and managing change, including communicating change effectively and managing resistance.
- Ability to lead and manage high-performance teams, fostering collaboration and creating an environment conducive to growth and development.
- Ability to think strategically and align training and development initiatives with organizational goals and objectives.
- Ability to command respect, influence others positively, and exhibit leadership presence within the organization.
- Ability to work effectively in a diverse and inclusive environment, demonstrating awareness and sensitivity to cultural differences.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR MANAGER OF MARKETING PROGRAMS & PARTNERSHIPS

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Marketing Programs and Partnerships is responsible for conceiving and implementing sound strategies in the areas of marketing and community engagement to achieve specific growth objectives. The position will oversee the Marketing team's in-person marketing efforts, including community event activations, celebrations, hosted events at the Airport, strategic engagement, in-kind marketing partnerships with community organizations, and TPA's world-class public art program. The position oversees several significant ongoing projects simultaneously while juggling other assignments as they arise.

This position requires flexibility to work days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Identifies, negotiates and implements in-kind sponsorship agreements with entities such as community and tourism organizations. where the Airport has a vested interest in helping welcome out-of-town visitors to our community. Must be able to align efforts in this area with the Marketing goals of the Authority.
- Serves as point person for developing and maintaining strategic marketing relationships with organizations in TPA's extended catchment areas from which it draws passengers.
- Manages the effectiveness of in-person marketing activations within the community.
- Develops and implements strategies to maximize opportunities.
- Identifies and manages the business relationship aspects of projects within the Airport that include public displays or installations, both large and small projects as they may arise, that align with the Authority's strategic objectives.
- Provides leadership for the team's implementation and management of Tampa International Airport's internationally acclaimed public art program, including both permanent and rotating installations that are aligned with TPA's policies and strategic objectives for its art program.
- Facilitates the team's planning and execution of TPA's annual "5k on the Runway." Secures marketing sponsorships for the event to help offset costs.
- Oversees the department's events, providing support and strategic guidance for the planning and execution of those hosted by HCAA, large and small.

- Supports content creation, content marketing strategies, and/or other marketing and communications functions as needed.
- Manages project budgets with a focus on financial prudence and strategic resource allocation.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Communications, Business, or a related field.
- Six (6) years of relevant experience in Marketing, Communications, and/or project management.
- Three (3) years of supervisory experience.

- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in applying sound marketing judgment to develop and implement effective revenue-generating strategies.
- Skill in Microsoft Office Suite, including PowerPoint.
- Ability to leverage strong analytical and problem-solving skills to identify opportunities and drive effective solutions.
- Excellent interpersonal skills to foster collaborative relationships and communicate effectively with diverse stakeholders.
- Ability to work independently in a fast-paced environment with exceptional attention to detail.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF MARKETING STRATEGY & ADVERTISING

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Marketing Strategy & Advertising is responsible for overseeing and executing the Authority's digital marketing and other advertising initiatives to enhance brand awareness and drive revenue. This position leads a team of marketing professionals, provides mentorship, and collaborates with various departments to optimize digital content and strategies, utilizing analytics to measure success. Additionally, the Senior Manager will represent the Authority at industry and public events, fostering relationships to support marketing efforts.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages advertising strategies across multiple channels, including email marketing, social media, and digital advertising, to optimize the Authority's marketing efforts. Prepares marketing plans to meet specific objectives and executes campaigns from procurement process through to completion.
- Manages campaign budgets as well as vendor relationships and payments.
- Develops and maintains the Authority's email list/database, collaborating with team members and other departments for effective database segmentation and utilization.
- Collaborates with the Authority's Design Studio to create and maintain promotional content for the TPA website, ensuring consistency with brand guidelines.
- Manages the Marketing Reimbursement aspects of the Authority's Air Service Incentive Program, overseeing advertising campaigns from concept development to execution and final invoicing.
- Acts as an Account Manager for marketing initiatives across various departments, identifying objectives and managing projects through the design and implementation phases.
- Participates in the development and execution of community event strategies, including identifying target audiences and crafting messaging to engage the public effectively.
- Manages the planning and budget for the procurement of branded promotional items across the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Communications, Public Relations, Digital Marketing, or related field.
- Six (6) years of experience in digital marketing and strategy, or related field.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital marketing principles and practices, including email marketing, social media strategies, and digital advertising techniques to enhance brand visibility and drive revenue.

- Knowledge of data analytics tools and methodologies, such as Google Analytics, to measure and evaluate marketing campaign effectiveness and inform strategic decisions.
- Knowledge of branding principles and the importance of maintaining brand integrity across all marketing materials and initiatives.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF MATERIALS MANAGEMENT

GENERAL DESCRIPTION

Under the general supervision of the Director of Non-Capital Programs and Materials Management, the Senior Manager of Materials Management is responsible for overseeing administrative and warehouse tasks related to property and inventory control of organizational assets. The Senior Manager of Materials Management has significant autonomy in their duties and possesses a deep understanding of warehouse and inventory principles, including Supply Chain Management (SCM), along with proficiency in relevant software applications for inventory management and tracking.

The Senior Manager of Materials Management is expected to focus on short-term policy enhancements and improvements in warehouse strategy, while also providing strategic guidance on how the organization stores, replenishes, and manages its assets. The Senior Manager of Materials Management must be able to multitask effectively, prioritize efficiently, and foster a collaborative work environment to help achieve organizational goals. ***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for overseeing administrative and warehouse duties related to property and inventory control of organizational assets.
- Works in the development and execution of the overall Materials Management strategy to align with organizational goals and objectives.
- Collaborates with internal stakeholders, including Maintenance, Operations, and Planning & Development departments, to align Materials Management activities with organizational needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all warehouse equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Responsible for the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.
- Oversees inventory control and maintains the security of the inventory located in Authority Warehouses.
- Keep inventory control systems up to date and plan future warehouse capacity requirements.
- Assists with oversight of the Authority's Fuel Management System, including monthly reporting, and issues.
- Oversee the attic stock program.
- Oversee the receiving and disposal of surplus stock, including the preparation of Board Documents.
- Oversee Materials Management Key Performance Indicators (KPIs), including Days to Replenish and Daily Receipts.
- Responsible for titling, registration and signing for all Fleet vehicles and trailers on behalf of the Authority.
- Develops and implements effective SCM strategies and practices to optimize resources.
- Prepares clear and concise reports, emails, and presentations to inform and update relevant parties.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years of experience in warehousing, procurement, SCM, and/or property control.
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- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Forklift Certified.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of SCM principles, procedures, and regulations, including inventory management, replenishment, and surplus management.
- Knowledge of ordering and warehousing principles to optimize resources and enhance efficiency.
- Proficiency in inventory management systems and practices, including security and accountability of inventory.
- Knowledge of relevant software applications for document formatting, inventory management, and procurement tracking.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Skills in providing training, support, and mentorship to direct reports; ability to evaluate performance and conduct appraisals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 50 lbs
- Frequent pushing, pulling & dragging
- Continuous typing.
- Frequent use of van and medium duty trucks
- Regular use of a computer monitor

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

SENIOR MANAGER OF NON-CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Non-Capital and Materials Management, the Senior Manager of Non-Capital Programs is responsible for providing procurement to various Authority Departments. This position oversees the development of solicitation documents, specifications, and contract documents for non-capital and professional service agreements. This position is also a department lead for the Enterprise Resource Planning or Contract Management system upgrades, patches, and issue resolution.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Ensuring adherence to established guidelines and promoting operational efficiency.
- Ensures compliance with all federal, state, and local procurement requirements in the selection of supply and service providers, contractors, concessionaires, consultants, and individuals providing services to the Authority.
- Represents the Authority in negotiating contracts, agreements, work orders, and change orders.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), Invitation to Quote (ITQ), sole source and government contract purchasing.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliersManages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Oversees the development of solicitation documents, specifications, contract amendments, change orders, renewals, and contract documents for various delivery methods and facilitates Solicitation processes.

- Manages Non-Capital program contract and solicitation templates.
- Analyzes cost and revenue projections against industry best practices.
- Analyzes proposals and bids for responsiveness and responsibility.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years experience in purchasing, contracts management and competitive procurement processes, of which at least three (3) years in public (government) purchasing.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council, within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP), within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business, or related field.
- Certified Professional in Supply Management (CPSM).

- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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

SENIOR MANAGER OF OPERATIONS SUPPORT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Senior Manager of Operations Support oversees the strategic management of the operations budget, critical contracts, programs, and projects within the operations department, while driving innovation and ensuring compliance. This role also includes supervising the Operations Support team and ensuring seamless coordination across various operational facets. The Senior Manager leads critical special projects, monitors operational efficiency, and ensures that airport administration, facility management, and passenger services are conducted to the highest standards.
Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides oversight of critical contracts and programs managed but the Operations department, ensuring that all contractual obligations are met, and innovations continually assessed for forward-looking improvements.
- Oversees daily operations, ensuring effective facility management and adherence to policies and security measures.
- Oversees critical special projects as assigned, ensuring they align with strategic goals and are completed efficiently and effectively.
- Ensures compliance with all contractual and regulatory obligations.
- Conducts periodic audits and implements corrective actions as necessary.
- Manages budgets with a focus on service and budgetary innovations to improve service and, where possible, reduce fiscal spending.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Six (6) years experience in airport operations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Aviation, Airport Operations, Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations, specifically 14 CFR Part 139, and associated requirements governing airport operations.
- Knowledge of safety management systems (SMS) and best practices related to airfield safety and compliance.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PLANNING & DESIGN

GENERAL DESCRIPTION

Under the general direction of the Director of Design, the Senior Manager of Planning & Design is responsible for directing and supervising Authority staff and professional consultants related to planning, engineering, architectural and environmental design development of all capital projects for the Authority. This position directs all planning and design of airport facilities and infrastructure pertaining to the development, improvement, and expansion of the Authority's airport system. The Senior Manager also coordinates the design with the Authority staff and tenants and supervises the preparation of contract documents for construction.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that the development of the Authority's airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, capital project design conforms to the long-term objectives of the Authority.
- Ensures that the Authority's needs, and interests are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, and tenant development plans.
- Directs and supervises assigned design development activities to assure establishment and enforcement of guidelines, standards, and design criteria.
- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Develops and manages project budgets and schedules.
- Facilitates communication and collaboration of the design among stakeholders, Authority staff, team members, and other relevant parties.
- Manages the preparation of contract documents for construction.
- Develops, administers, and coordinates the selection of and contract negotiations with professional design consultants.
- Monitors the construction phase of projects to ensure compliance with the design intent.
- Ensures that on-airport developments are consistent, whenever possible, with applicable FAA advisory circulars and regulations.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Six (6) years experience in airport planning & development, airport operations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid State of Florida professional license in engineering or architecture.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and design & construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PLANNING

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Senior Manager of Planning is responsible for leading, directing and supervising project management staff and consultants involved with airport master planning, , conceptual design planning, land use planning, height zoning and land use reviews for permitting development projects within Hillsborough County and at the Authority's four airports. This position provides airport design technical support for near-term projects, as well as updating forecasts and demand capacity analysis for terminal, intermodal, and airfield projects. The Senior Manager ensures that comprehensive plans are consistent with the Authority's strategic plan as well as City and County plans.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that projects for the four airports and related studies are produced in a manner that meets Authority goals, level of service standards, performance measures and program needs.
- Develops and implements Project Management Plans (PMP), as well as management professional services contracts.
- Ensures that necessary environmental studies, permits and mitigation program(s) are implemented in a timely manner to avoid delay in airport-wide capacity enhancement projects.
- Prepares scope of services for planning, passenger surveys and environmental studies
- Coordinates and provides guidance in the implementing the Authority's administrative procedures for procuring professional services.
- Responsible for conducting aircraft gate parking analysis, managing and maintaining GIS and environmental database, updating and maintaining AutoCAD airport planning/airspace analysis technology applications and files, evaluating airfield development projects for consistency with FAA advisory circulars, managing Airport Layout Plan amendment process for four airports, conducts Part 77/TERPS airspaces analysis for projects on and off-airport property and providing technical support for general aviation airport master plan/ALP updates.
- Responsible for leading and managing the Authority's Height Zoning permitting process for projects on and off-airport property, implementation of aircraft gate parking analysis, and manages Airport Layout Plan amendments for four airports.
- Manages and maintains the GIS height zoning database.

- Produce or supervise the development of inter-local agreements, height zoning regulation updates, FAA reimbursable agreements, regulations, reports or technical memorandums regarding navigational aids, passenger surveys, airport roadway access, airport forecasts, facility and site development requirements, on-airport land use plans and others.
- Conduct reviews of City and County comprehensive plans, site plans, land use amendments, rezoning petitions, DRI/amendments, special use permits, Project Development Environmental (PDE) studies, new school sites for compatibility with Authority's airports.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation Management Engineering, Urban Planning, Architecture, or related field.
- Six (6) years experience in airport planning, or related field.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Management, Architecture, Engineering, Urban Planning, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport planning and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PROJECT CONTROLS

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Senior Manager of Project Controls responsible for tracking and reporting overall project schedules, cost estimates, status, and budget for the Authority's Capital Improvement Program (CIP) and Master Plan projects throughout those projects' life cycles. In addition, the Senior Manager, Project Controls assists the Project Directors in their overall project management role by providing cost and schedule control support and reporting mechanisms.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works with the Planning, Design, and Construction teams, including Project Directors, to ensure project cost estimates and schedules are updated regularly and accurately based on the status of each project.
- Reviews cost estimates for errors and completeness, cost controls, and reporting.
- Establishes criteria for cost estimating and reporting at all points in the project life cycle, from planning to construction.
- Reviews complex project schedules, schedule logic and provide comments/update, as necessary.
- Leads project review status meetings.
- Assists Project Directors and Project Managers with project management and reporting activities.
- Develops standardized project control processes, document control processes, reporting systems, and tools to improve project execution and reporting accuracy.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Five (5) years experience in airport planning & development, airport operations, or related field.
- Must possess a valid State of Florida professional license in engineering or architecture.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.

- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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SENIOR MANAGER OF RISK AND SAFETY

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Records Compliance, the Senior Manager of Risk and Safety performs supervisory and administrative work reviewing and ensuring that contractors, subcontractors, vendors, suppliers, and tenants doing business with the Authority have sufficient insurance coverage. This position obtains and maintains underwriting information for Authority-procured insurance coverages and adjusts, reviews, and negotiates property, automobile, liability, and workers' compensation claims on behalf of the Authority. This role also oversees the administrative function of the Enterprise Risk Management support team.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews contracts, procurement solicitations, leases, and other agreements to verify compliance with recommended insurance language and establish appropriate insurance limits.
- Collects, updates, and maintains underwriting data for the annual insurance policy renewal process, providing strategic recommendations for optimizing the Authority's insurance program.
- Mitigates the Authority's exposure to risk by coordinating all claims-related activities and resolving claims at the least possible cost through effective risk transfer techniques.
- Recommends and implements best practices for handling bodily injury and property claims, ensuring compliance with company policies and insurance industry regulations.
- Oversees post-loss reduction techniques such as salvage, subrogation, and rehabilitation to minimize the Authority's financial exposure.
- Manages relationships with key stakeholders, including peers, leadership, brokers, insurers, adjusters, and other third-party service providers.
- Supports airport safety initiatives by coordinating safety training and loss control functions to reduce accidents and occupational illnesses.
- Leads the Authority's business continuity efforts by establishing frameworks for contingency planning and coordinating training and testing of those plans.
- Conducts research on internal and external risk factors, including economic, market, and regulatory risks, to inform the Authority's risk management strategies.
- Updates and facilitates the implementation of risk management policies, procedures, and forms, ensuring the continuous improvement of the records and information management function.

- Manages the administrative processes of the Enterprise Risk Management support staff, ensuring efficient workflow and compliance with established standards.
- Participates in facility inspections when necessary to assess compliance with safety and risk management protocols.
- Provides input for developing the department's annual budget and contribute to the Authority's strategic planning efforts through effective risk management practices.
- Assists in implementing loss prevention/inspection programs including safety training, safety committee facilitation, as well as OSHA and SMS compliance.
- Coordinates training and outreach programs for staff and stakeholders to enhance understanding of risk management practices and compliance requirements.
- Conducts thorough audits of insurance documents and claims to ensure accuracy and adherence to established protocols and regulations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Risk Management, Business Administration, Public Administration, or related field.
- Six (6) years related experience.
- Three (3) years of supervisory experience.
- Experience in PROPworks Property and Revenue Management System or a similar risk management information system.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Risk Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance coverage requirements, including property, automobile, liability, and workers' compensation claims, ensuring compliance with regulatory standards.
- Knowledge of risk management principles and practices, including loss prevention strategies and safety compliance requirements such as OSHA and SMS standards.
- Skill in negotiating and managing contracts and agreements with contractors, subcontractors, vendors, and tenants to ensure sufficient insurance coverage and compliance.
- Skill in analyzing claims and claims-related data to formulate strategies for efficient resolution and cost-effective risk transfer techniques.
- Ability to supervise and mentor subordinate employees, promoting professional development and maintaining a high standard of performance within the team.
- Ability to develop and implement policies and procedures that guide the Authority's risk management and claims processes effectively.
- Skill in preparing and presenting detailed reports to senior management regarding claims status, risk exposure, and recommendations for improvement.
- Ability to stay current with industry trends, legal changes, and best practices related to risk management and claims processing.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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SENIOR MANAGER OF SECURITY COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety and Security, the Senior Manager of Security Compliance is responsible for overseeing the strategic management of Security Compliance. This role supervises Security Compliance personnel ensuring seamless coordination across various operational facets. The Senior Manager spearheads essential special projects, oversees compliance matters, and drives various security-related initiatives, fostering collaboration with aircraft operators, foreign air carriers, and airport tenants. This position involves frequent engagement and alignment with personnel from the Transportation Security Administration.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary and immediate contact for the Authority's security related activities.
- Ensures all aspects 49 CFR 1542 and revises the Airport Security Plan to ensure up to date and in line with security directives.
- Immediately initiates corrective actions for any instance of non-compliance with 49 CFR 1542, its security program, and security directives.
- Performs regular and unannounced security inspections to ensure compliance with regulations and policies.
- Investigates security-related incidents.
- Drafts responses to TSA Letters of Investigations or Action Plans.
- Responds to emergencies and TSA notifications with regards to the Airport Security Program 24/7.
- Collaborates daily with tenants, business managers, and various governmental agencies at the county, city, state, and federal levels to ensure effective communication and coordination of services.
- Oversees critical special projects as assigned, ensuring they align with strategic goals and are completed efficiently and effectively.
- Ensures compliance with all contractual and regulatory obligations. Conduct periodic audits and implement corrective actions as necessary.
- Maintains data/documentation in reports, logs, etc., as required.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Six (6) years experience in airport operations, airport security, or related field.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Criminal Justice Information Systems (CJIS) certification within 12 months of hire.
- Must complete Airport Security Coordinator training and designation within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of current cybersecurity trends and best practices.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF SYSTEMS

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance, the Senior Manager of Systems ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, reliability, and value. This position oversees the maintenance and operations of a variety of mechanical and electrical systems, including baggage handling and passenger boarding systems. The Senior Manager is responsible for managing in-house trades personnel and outsourced maintenance contracts, ensuring that maintenance staff contribute to capital project development teams by providing insights on life cycle costs and reliability.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Develops and monitors departmental budgets for operations, maintenance, equipment, capital projects, and Automated People Mover (APM) Operations and Maintenance (O&M) contracts.
- Oversees the APM System Safety and Security Program Plan (SSPP) and ensure compliance with required annual Florida Department of Transportation (FDOT) safety regulations.
- Implements and monitors departmental goals and objectives to enhance operational efficiency and effectiveness.
- Develops and implements inspection and monitoring programs to assess facility conditions and protect the Authority's interests.
- Serves as Project Director for capital improvement projects, ensuring adherence to timelines and budgets.
- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.

- Manages utility expenses and develop energy management programs to optimize resource usage.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years experience in managing a maintenance operation including budget responsibilities, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

- Management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Frequent exposure to insects.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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SENIOR MANAGER OF TECHNOLOGY PROGRAM MANAGEMENT OFFICE

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Application Services, the Senior Manager of Technology Program Management Office is responsible for providing technical leadership, expertise, and guidance on architectural standards, design, development, integration, and implementation of software solutions that empower Authority's business partners to achieve their objectives. This position also oversees production controls, access management, disaster recovery, and instance management to ensure operational integrity. The Senior Manager acts as a technical advisor in the planning and coordination of design, development, and implementation of mission-critical systems.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides architecture design and governance expertise while collaborating with stakeholders across business and IT to achieve company objectives.
- Oversees and manages production support, governance, instance management, access controls, technology platforms, and disaster recovery processes.
- Works directly with the Applications Development Group, IT Security, and Infrastructure/Network Organizations to deliver technology solutions that support regulatory, financial, and decision-making processes.
- Provides clear guidance on transitioning from current state architecture to future state through collaborative architectural roadmaps and runways.
- Demonstrates and creates prototypes, builds reference architectures, and defines effective solutions to meet business needs.
- Analyzes existing systems through interviews with technology and application subject matter experts (SMEs) to develop end-to-end current and future state architecture.
- Performs gap analysis between current and future state architecture to identify single points of failure, capabilities, capacity, fault tolerance, service level agreements (SLAs), and change windows.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) of experience deploying enterprise software applications incorporating core ERP applications, middleware integration, database management, operational support and technical documentations, or similar experience
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Three (3) years implementing and/or supporting Oracle Applications (EBS v 12.x.x and Cloud).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of relational database design, coding, and management.
- Knowledge of ITIL service management best practices to enhance service delivery and operational efficiency.
- Knowledge of Enterprise Resource Planning (ERP) software applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TERMINAL OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Terminal Operations and Guest Experience, the Senior Manager of Terminal Operations is responsible for providing strategic leadership and management of terminal operations, ground transportation services, and the coordination of construction activities within airport facilities. This role ensures seamless operations while effectively managing the complexities of ongoing construction projects and airport activities. The Senior Manager collaborates with key stakeholders, including contractors, engineers, airlines, and government agencies, to minimize operational disruptions and enhance the overall passenger experience. Additionally, this position oversees the Airport Duty Managers and the Terminal Operations Team.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the allocation of budgets and resources, establishing policies and procedures to maintain operational continuity for section.
- Monitors daily terminal operations to ensure the smooth flow of passengers and compliance with security and regulatory requirements.
- Coordinates with airlines, TSA, and terminal tenants to address operational issues and enhance safety and efficiency across terminal activities.
- Implements and enforces airport policies and procedures related to terminal operations, aligning them with safety, security, and customer service standards.
- Conducts regular inspections of terminal facilities to identify improvement areas and promptly address operational concerns.
- Serves as the primary liaison between airport operations and construction teams, ensuring effective coordination of construction activities.
- Reviews construction plans and project timelines, providing insights on operational impacts and necessary safety measures.
- Oversees safety inspections and audits of terminal areas and ground transportation facilities to identify and mitigate potential risks.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6) years experience in airport operations, guest relations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TRAFFIC

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety & Security, the Senior Manager of Traffic is responsible for overseeing the Traffic division within the Police Department. This position ensures adherence to policies and regulations mandated by State and Federal agencies concerning traffic flow and security at the airport. Additionally, the Senior Manager oversees the Airport Resource Officer (ARO) program, manages the division's budget and operations, and collaborates with various departments and agencies to promote effective traffic management and public safety initiatives. This position also involves mentoring and training subordinate staff, addressing performance issues, and participating in leadership team activities to develop strategic goals for the division.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs oversight and responsibility for the Authority curbside management program operation, a 24-hour, seven-day a week operation.
- Directs subordinates on customer service, policy application and problem solving; and investigates employee performance issues.
- Coordinates with other departments as well as outside Local, State and Federal agencies, to include the Federal Transportation Security Administration and US Military.
- Meets daily with the Vice President to provide updates on the unit’s operations and future needs.
- Manages and creates the division’s budget, schedule and equipment.
- Manages customer inquiries and situations.
- Oversees security procedures relating to the Airport Security Plan and imposed by the Federal Transportation Administration.
- Serves as a member of the department and Authority leadership team coordinating activities and developing short- and long-term goals and action plans.
- Acts as Hearing Officer for grievances or other personnel actions.
- Serves as the management team member for meetings and negotiations with the union.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Business, Management, Law, Criminal Justice, or related field.
- Six (6) years experience in law enforcement or Traffic.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and practices as they apply to airport operations, including adherence to State and Federal regulations.
- Ability to analyze complex issues and develop effective solutions to enhance operational efficiency and public safety.
- Knowledge of the Airport Security Plan and Federal Transportation Administration security procedures, ensuring compliance in all traffic operations.
- Skill in budget management, including the creation, monitoring, and reporting of financial resources for the Traffic division.
- Ability to manage multiple high-priority tasks simultaneously while maintaining attention to detail and operational soundness.
- Knowledge of customer service principles and practices, enabling effective handling of inquiries and resolution of issues.
- Skill in mentoring and training subordinate staff, providing guidance and support to enhance their professional development.
- Ability to coordinate effectively with various internal departments and external agencies, including law enforcement and transportation security organizations.
- Skill in conflict resolution, acting as a Hearing Officer for grievances and facilitating negotiations with union representatives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROCUREMENT AGENT

GENERAL DESCRIPTION

Under the general direction of a Senior Manager in Procurement, the Senior Procurement Agent is responsible for managing advanced procurement and contractual projects across various categories, including commodities, professional services, construction, and information technology. This position handles more complex and high-value procurements independently, performing in-depth research and document development for various solicitation methods such as competitive solicitations, government cooperatives, sole source, standardization, and quotes. The Senior Procurement Agent also develops and negotiates contracts, reviews requisitions, and processes purchase orders, ensuring compliance with established standards.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs in-depth research and document development to procure goods and services utilizing competitive solicitations such as Invitation to Bid (ITB), Reverse Auctions (RA), Request for Proposal (RFP), Invitation to Negotiate (ITN) and Request for Qualifications (RFQ), sole source, government cooperative contracts, standardization, and Invitation to Quote (ITQ).
- Analyzes cost proposals and financial data and prepares detailed management reports.
- Negotiates and develops contracts and ITB, RA, RFP, ITN, and RFQ solicitation documents, as well as coordinates and facilitates the ITB, RA, RFP, ITN, and RFQ through governing Board of approval.
- Analyzes contract terms and conditions and develops and processes change orders, amendments, and renewals, as needed.
- Reviews and processes requisitions, purchase orders and purchasing card payments.
- Utilizes contract administration software program and Enterprise Resource Planning (ERP) system.
- Prepares Board documents.
- Coordinates andoversees all meetings related to solicitations.
- Facilitates the bid and technical evaluation processes.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business Administration, Public Administration, or related field.
- Three (3) years of experience in formal contracting and procurement of goods/services.
- Certified Professional Public Buyer (CPPB); or a Certified Professional Purchasing Officer (CPPO) designation.
- Or equivalent combination of education, training, and experience.
- NIGP Certified Procurement Professional (NIGP-CPP) designation within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Experience utilizing automated procurement systems.
- Certified Professional in Supply Management (CPSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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

SENIOR PROJECT DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Director of Design or Senior Manager of Planning & Design, the Senior Project Director represents the Authority in the administrative, financial, and technical details of ongoing design activities. This position provides oversight of project-related communication between Authority staff, design consultants, the Authority's Consulting Engineer, tenants, and airport users on airport development projects. This position oversees the planning and design elements of capital improvement projects. The position is responsible for ensuring that, from an operational and functional aspect, all design elements are fully coordinated with Airport stakeholders, including meeting all Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory and operational requirements. This position ensures that the design of all projects is proceeding according to the Authority's goals, objectives, policies, procedures, and processes and that all schedule and budget requirements are met

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SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Manages capital improvement projects and other assignments, including coordination and oversight of Architectural/Engineering (A/E) and Design-Build (DB) firms and coordination with key stakeholders, including other Authority Departments and tenants.
- Monitors, controls, and reports on project budgets and schedules and prepares project management plan updates as required to manage the project.
- Reviews and approves A/E and DB design invoices.
- Prepares and reviews project status reports with department management.
- Reviews and approves design progress deliverables, including drawings and specifications, at designated intervals (e.g., 15, 30, 60, 90, and 100%).
- Leads design coordination and review meetings.
- Ensures the Authority’s design criteria are implemented in the project’s design.
- Interprets design questions from contractors and Authority construction personnel. Participates in construction progress meetings. Oversees any redesign activities and participates in the final inspection and acceptance of the project.
- Coordinates with design consultants to obtain required regulatory permits and design approvals as needed.

- Coordinates and establishes effective working relationships with other Authority departments, coordinate with governmental and code agencies, and assists in design administration duties.
- Holds project team meetings with stakeholders during the design process and keeps stakeholders updated and informed as the project moves through the design phase of each project.
- Performs review of tenant work permit plans and specifications.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Engineering, Architecture, or related field.
- Six (6) years experience in the design and/or management of infrastructure or facility projects or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management methods and practices.

- Knowledge of federal, state, and local codes, laws, regulations, and ordinances about public infrastructures, building and zoning codes, safety codes, environmental permitting, and real estate.
- Knowledge of the development of plans and specifications.
- Considerable knowledge of civil and architectural, structural, electrical, and mechanical engineering disciplines related to facilities projects.
- Knowledge of applicable State and County policies, rules, standards, and practices as applicable to procurement and contracts.
- Knowledge of department policies and procedures.
- Knowledge of project programming, scheduling, and estimating.
- Knowledge of Consultant's Competitive Negotiation Act (CCNA), consultant rates, fees, and cost structures.
- Knowledge of budgeting and fiscal policies.
- Knowledge of computer applications for engineering and architectural modeling, design, and drafting.
- Skill in visualizing spatial relationships and physical requirements.
- Skill in contract negotiation.
- Skill in engineering and/or architectural design.
- Ability to recognize and resolve potential engineering, architectural, and construction problems and site development issues.
- Ability to plan, organize, and supervise the work of others.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent walking, standing & sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROJECT DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Planning & Design, the Senior Project Director represents the Authority in the administrative, operational, and technical details of ongoing design activities. It provides oversight of project-related communication between Authority staff, design consultants, the Authority's Consulting Engineer, tenants, and airport users on airport development projects. This position oversees the planning and design elements of capital improvement projects. The position is responsible for ensuring that, from an operational and functional aspect, all design elements are fully coordinated with Airport stakeholders, including meeting all Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory and operational requirements, at a minimum. This position ensures that the design of all projects is proceeding according to the Authority's goals, objectives, policies, procedures, and processes and that all schedule and budget requirements are me

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SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Manages capital improvement projects and other assignments, including coordination and oversight of Architectural/Engineering (A/E) and Design-Build (DB) firms and coordination with key stakeholders, including other Authority Departments and tenants.
- Monitors, controls, and reports on project budgets and schedules and prepares project management plan updates as required to manage the project.
- Reviews and approves A/E and DB design invoices.
- Prepares and reviews project status reports with department management.
- Reviews and approves design progress deliverables, including drawings and specifications, at designated intervals (e.g., 15, 30, 60, 90, and 100%).
- Leads design coordination and review meetings.
- Ensures the Authority’s design criteria are implemented in the project’s design.
- Interprets design questions from contractors and Authority construction personnel. Participates in construction progress meetings.
- Oversees any redesign activities and participates in the final inspection and acceptance of the project.

- Coordinates with design consultants to obtain required regulatory permits and design approvals as needed.
- Coordinates and establishes effective working relationships with other Authority departments, coordinates with governmental and code agencies, and assists in design administration duties.
- Holds project team meetings with stakeholders during the design process and keeps stakeholders updated and informed as the project moves through the design phase of each project.
- Performs review of tenant work permit plans and specifications
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Architecture, Engineering, or related field.
- Six (6) years experience in the design and/or management of infrastructure, facility projects or related field.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management methods and practices.
- Knowledge of federal, state, and local codes, laws, regulations, and ordinances about public infrastructures, building and zoning codes, safety codes, environmental permitting, and real estate.
- Knowledge of the development of plans and specifications.
- Knowledge of civil and architectural, structural, electrical, and mechanical engineering disciplines related to facilities projects.
- Knowledge of applicable State and County policies, rules, standards, and practices as applicable to procurement and contracts.
- Knowledge of department policies and procedures.
- Knowledge of project programming, scheduling, and estimating.
- Knowledge of Consultant's Competitive Negotiation Act (CCNA), consultant rates, fees, and cost structures.
- Knowledge of budgeting and fiscal policies.
- Knowledge of computer applications for engineering and architectural modeling, design, and drafting.
- Skill in visualizing spatial relationships and physical requirements.
- Skill in contract negotiation.
- Skill in engineering and/or architectural design.
- Ability to recognize and resolve potential engineering, architectural, and construction problems and site development issues.
- Ability to plan, organize, and supervise the work of others.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting
- Occasional walking & standing
- Constant typing
- Occasional use of car/light truck

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SENIOR PROJECT PAYABLES SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Senior Project Payables Administrator will process all the project and equipment purchases across the Authority. Performs at a full performance level with items of great complexity and high volume.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Audit and process construction pay applications, design, owner direct purchase, equipment and miscellaneous invoices on a yearly basis. Conducts annual physical inventory counts of the capitalized equipment.
- Track and monitor approximately construction pay applications, design, owner direct purchase and equipment invoices on a yearly basis for compliance with the Prompt Payment Act. Payments need to be made within a certain number of business days to avoid receiving an interest penalty that needs to be paid to the vendor.
- Audit and process owner direct purchase invoices on a weekly basis.
- Monitors Oracle workflow approvals to ensure payments are made on time since project payments are only made once a month.
- Update purchase orders for reclasses (moving costs amongst projects or tasks within the same project). This is inclusive of costs and commitments.
- Process project and equipment related re-classes and credit memos.
- Prepare year-end audit schedules (retainage held, accruals for design invoices, construction pay applications and miscellaneous invoices) for the external auditors.
- Verify accuracy of change orders and amendments. One of the approvers needed before change orders and amendments are processed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Three (3) years related experience
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with construction management software (Prolog, Primavera).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CIP processes and related financial management principles.
- Ability to perform detailed financial analysis and reconciliation between various accounting systems and project management software.
- Knowledge of federal and state grant management processes, including eligibility requirements and reporting obligations.
- Skill in advanced Microsoft Excel, including the ability to create complex spreadsheets and perform data analysis.
- Knowledge of computer operations using accounting and spreadsheet applications
- Ability to use word processing, spreadsheet, database and related software applications
- Ability to establish and maintain effective working relations with others within and outside own organization
- Ability to collect, organize and analyze data and develop logical conclusions

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROPERTY CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Materials Management Manager, the Senior Property Control Specialist is responsible for managing central receiving, distribution, and inventory utilized by various Authority departments. This role creates and maintains an inventory of organizational assets and inventory, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and overseeing the disposal of organizational assets tracking the movement of assets within the organization, overseeing the disposal of organizational assets, performs receiving and delivery of goods to customer departments, researching inventory needs, obtaining supplier quotes, and ensuring compliance with inventory control measures.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs receiving and delivery of goods to customers from departments across the Authority, as needed.
- Performs checks when receiving deliveries for damage, verifying quantities, and receiving into the Authority's Enterprise Resource Planning ERP system.
- Oversees, establishes and maintains methods, procedures, and records to account for inventory and equipment purchases using the Authority's ERP system.
- Maintains current records for a wide variety of accountable inventory, equipment and materials.
- Performs reporting out of the Authority Inventory Management System, including daily, weekly, and monthly reporting, as required, including but not limited to, cycle counts, min-max reports, and Materials Management Key Performance Indicators (KPIs).
- Assists with testing of ERP system upgrades and patches and technical issue resolution.
- Assists with keeping inventory control systems up to date and plans future warehouse capacity requirements.
- Maintains an inventory of parts and equipment on hand.
- Coordinates with property custodians to ensure all property is accounted for.
- Research specifications to assist in determining appropriate inventory to purchase and prepare requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.

- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Initiates forms for the transfer of equipment.
- Disposes of surplus property and accounts for all funds generated through these sales, including preparing Board documents.
- Reviews and makes recommendations to improve warehousing functions and inventory control.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in warehousing, and/or property control.
- Or equivalent combination of education, training, and experience.
- Forklift certified or able to become forklift certified.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property control and inventory procedures to effectively manage and track organizational assets.

- Knowledge of rules and regulations governing the disposal of surplus property to ensure compliance during transactions.
- Knowledge of purchasing, storekeeping, and property control practices to optimize inventory management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 50 Ibs
- Frequent pushing, pulling & dragging
- Continuous typing
- Frequent use of van/medium-duty truck
- Regular use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR REAL ESTATE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Properties and Airline Affairs, the Senior Real Estate Project Manager is responsible for projects from inception through completion, conducting negotiations, contract writing and interpretation, and team leadership. This position operates within tight timelines and has a high attention to detail and full accountability to achieve objectives. The incumbent provides business and technical analysis, contract expertise, and impeccable customer service to internal and external customers in compliance with regulatory and airport policies and procedures to meet business, contract, and revenue goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, drafts, analyzes, interprets, and manages aeronautical and non-aeronautical leases, use and lease agreements, operating agreements, letters of intent, memoranda of understanding, and airline-related service agreements.
- Proactively manages and takes accountability for documents through the Board/CEO approval process, including drafting Board documents, gathering necessary documents, and tracking internal approvals.
- Works with internal and external departments and legal counsel to ensure contractual compliance with Federal, State, local rules and regulations and Authority policies and procedures.
- Manages projects to include successful onboarding of airlines and airline support companies.
- Acts as a liaison between Authority and airline support tenants.
- Coordinates site visits and provides meaningful insight as to how proposed actions may impact airline and airline support tenants.
- Establishes effective project/program outcomes, creates project schedules, and takes responsibility for successful completion of project.
- Interacts with stakeholders to identify and meet contractual and facility needs, including site visits on airport property.
- Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.
- Establishes effective project/program outcomes and schedules.
- Prepares and monitors project budgets, monitors allocated funds, and controls expenses.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, or related field.
- Three (3) years experience in contract writing and program/project management.
- Or an equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Paralegal and/or airline/airport experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of airport operations, with demonstrated emphasis on interactions and relationships between the airport, airlines, and ground handlers.

- Knowledge of real estate development.
- Knowledge or project management principles and methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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SENIOR SOFTWARE ENGINEER I

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Senior Software Engineer I is responsible for designing, developing, testing, and maintaining high-quality software applications that address business and customer requirements. This role involves implementing features and capabilities for end users, both external customers and internal employees, as well as configuring and customizing vendor-provided packaged software. The Senior Software Engineer I demonstrates proficiency across multiple domain areas including ERP, interfaces, databases, application development, Data Analytics, APIs, and Cloud Services. They apply software engineering best practices to ensure code quality, participate in architectural discussions, and provide technical guidance on projects. This position works both independently on assigned projects and leads development efforts performed by Software Engineers, while collaborating with cross-functional teams to deliver solutions that align with organizational objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Project Leadership & Development**
- Lead and monitor project work requiring application development efforts.
- Determine scope of work estimation and forecasting.
- Promote a collaborative team environment and work closely with colleagues to achieve business objectives.
- Lead code reviews or use collaborative programming techniques to promote high quality business outcomes.

Software Development

- Write high-quality code that satisfies customer needs and strives for simplicity, clarity, and testability.
- Investigate and propose solutions to development and design problems.
- Adhere to architecture, design, implementation, and security standards and best practices.
- Develop reusable software building blocks to enable faster delivery.

Requirements & Integration

- Collaborate with stakeholders (e.g. business stakeholders, product owners, project managers, and end users) to understand functional and non-functional requirements.
- Conduct analysis to determine integration needs, and design and plan integrations.
- Improve performance of existing software by diagnosing and resolving critical issues.

Testing & Documentation

- Implement unit and integration tests and conduct functional and performance testing where appropriate.
- Prepare technical documentation, including software design evaluation plans, test results, and technical manuals.
- Adhere to established development practices and processes.

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) to seven (7) years of experience in software application development, or similar experience.
- Or equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific competencies.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- **Technical Expertise**
- Expert in one or more coding languages (e.g., Java, Apex) with a focus on best practices in software development.
- Strong experience with development platforms (e.g., Oracle Cloud, Azure, etc.) and cloud services.
- Experience with relational databases (e.g., SQL, PL/SQL) and data management.

- Experience in building APIs for both internal and external products.
- Experience developing for multiple operating systems and platforms.

Methodology & Process Knowledge

- Experience with software development lifecycles and agile development methodologies.
- Strong understanding of context for code, codebase, and its relation to business objectives.
- Knowledge of software testing principles and methodologies to ensure high-quality deliverables.
- Knowledge of security best practices in application development to safeguard data and systems.

Professional Skills

- Excellent problem-solving and analytical skills with attention to detail.
- Demonstrated experience communicating complex technical information in a condensed manner to various stakeholders verbally and in writing.
- Experience working on a team as well as working autonomously.
- Growth mindset and a willingness to learn new skills, technologies, and frameworks.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR SYSTEMS BAGGAGE OPERATOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Supervisor, the Senior Systems Baggage Operator oversees the daily operations of specialized automated equipment, including conveyors and other electro-mechanical systems, within the baggage handling system. The operator develops and updates maintenance policies, monitors compliance with safety standards, and prepares reports to maintain accurate records of operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversee the daily operations of the Baggage Handling Systems (BHS), assigning staffing locations and responding promptly to equipment failures.
- Assists with contingency operations to minimize disruptions and impacts on customers during baggage processing.
- Plans job layouts and estimates materials, determining necessary equipment and tools for maintenance personnel to perform tasks.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of BHS assets.
- Creates requisitions for equipment, tools, and materials to ensure timely procurement for maintenance and operational needs.
- Assists in developing contract specifications and monitor contractor performance to ensure compliance with maintenance and construction requirements.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Very frequent lifting up to 50 lbs or more.
- Frequent bending, stooping.
- Pushing, pulling & dragging up to 6 hours per day.
- Occasional reaching overhead.
- Frequent kneeling, crawling & climbing.
- Occasional typing.
- Occasional exposure to extreme weather & chemicals.
- Frequent exposure to insects.
- Navigate frequently heights & confined areas.
- Occasional use of car/light truck & heavy equipment.
- Frequent use of power tools & golf cart.

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SENIOR TRAFFIC SPECIALIST

GENERAL DESCRIPTION

Under the general direction of a Traffic Supervisor, the Senior Traffic Specialist will perform team lead duties over Traffic Specialists in addition to providing information, public assistance and guidance to the public while enforcing parking laws and maintaining safety and control of vehicle and pedestrian traffic on airport arrival and departure drives, and other airport areas. The traffic division enforces airport parking laws and regulations and assists with Transportation Security Administration (TSA) transportation compliance requirements.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs team lead duties in a Public Safety and Security Department Police Traffic Division.
- Prepares daily and monthly work schedules, memorandums, correspondence, interoffice communications, etc.
- Directs and controls vehicular traffic on Aviation Authority terminal curbside drives and at checkpoint areas crossing taxiways.
- Completes written reports and required forms in accordance with standard operating procedures and directives.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Enforces parking regulations by issuing citations as necessary, maintaining order and compliance within the airport's parking facilities.
- Reassigns personnel as needed to maintain efficient public access to the airport.
- Trains and assists newly hired personnel.
- Assists with oversight of maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.

- Operates required communications equipment.
- Facilitates impounding of vehicles found in violation of airport parking regulations.
- Conducts regular inspections of traffic areas to ensure compliance with established safety standards and identify potential hazards.
- Engages in community outreach efforts to educate the public about traffic regulations and safety initiatives at the airport.
- Maintain accurate records of traffic incidents, citations issued, and other relevant data for reporting and analysis purposes.
- Assumes the authority of, and act on behalf of the Traffic Supervisor, as required.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or valid equivalent.
- Three (3) years experience in related field.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport traffic rules and regulations to ensure compliance and safety in managing vehicular movement within the airport.
- Knowledge of airport security protocols and procedures, enabling effective enforcement of safety measures and regulations.
- Skill in directing and controlling vehicular traffic to maintain safe and efficient flow on airport terminal curbside drives and taxiways.
- Ability to operate a tow truck and other airport vehicles safely and efficiently while performing traffic management duties.
- Knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Skill in the use of Word, and Outlook.
- Ability to plan, organize and oversee the work of others.
- Ability to engage with the community through outreach efforts, educating the public on traffic regulations and promoting safety initiatives at the airport.
- Ability to remain calm and make sound decisions under pressure and in the absence of supervision.
- Ability to train all personnel on company applications and procedures.
- Ability to use initiative and exercise sound judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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Software Engineer II

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Software Engineer II is responsible for designing, developing, testing, and maintaining high-quality software solutions that meet business and customer needs. This position builds upon the Software Engineer I role with greater autonomy and deeper technical expertise. The Software Engineer II designs and develops software applications, performs coding, debugging, testing, and troubleshooting throughout the application development process. This role involves creating features and capabilities for end users, whether external customers or internal employees, as well as configuring and customizing vendor-provided packaged software. The Software Engineer II supports multiple applications across various domain areas, including ERP, databases, application development, Interfaces, Data Analytics, API, and Cloud Services. This position performs work independently, collaborates with consulting resources, shares information, and assists others with work orders to ensure successful project outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Software Development

- Writes high-quality code that meets customer needs, emphasizing simplicity, clarity, and testability.
- Investigates and proposes solutions to development and design challenges.
- Develops reusable software building blocks to enable faster delivery and enhance efficiency.
- Improves the performance of existing software by diagnosing and resolving critical issues.

Project Collaboration

- Participates in code reviews and utilizes collaborative programming techniques to promote high-quality business outcomes.
- Participates in scope of work estimation and forecasting for projects.
- Conducts analysis to determine integration needs and designs and plans integrations effectively.

Testing & Documentation

- Implements unit and integration tests and conducts functional and performance testing where appropriate.
- Prepares technical documentation, including software design evaluation plans, test results, and technical manuals.

- Provides support and troubleshoots issues in production environments, ensuring minimal disruption to business operations.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Three (3) years of related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc.
- Experience with Agile/Scrum development methodologies.
- Experience with microservices architecture and containerization.

KNOWLEDGE, SKILLS, AND ABILITIES

Technical Expertise

- Advanced knowledge of one or more programming languages, with a focus on best practices in software development
- Knowledge of cloud development platforms (AWS, Azure, GCP) and similar technologies
- Strong understanding of database design, optimization, and data modeling
- Knowledge of microservices architecture and RESTful API design principles

Methodology & Process Knowledge
- Knowledge of software development lifecycles and methodologies (Agile, Scrum, Kanban)
- Knowledge of software testing principles, test automation, and CI/CD practices
- Knowledge of security best practices in application development to safeguard data and systems
- Strong problem-solving and analytical skills with attention to detail

Professional Skills
- Ability to learn new technologies and programming languages quickly
- Ability to work independently and as part of a collaborative team
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with others within and outside the Authority
- Ability to handle restricted, sensitive, and confidential information
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SOLUTIONS ARCHITECT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Business Architecture & Product Support, the Solutions Architect is responsible for providing technical leadership, expertise, and guidance related to architectural standards, design, development, integration, and implementation of software solutions that enable the Authority's business partners to achieve their objectives. This role leads the organization's Enterprise Resource Planning (ERP) strategy design and execution, ensuring alignment with business processes and objectives. The Solutions Architect executes strategic planning, manages implementation initiatives, and drives continuous improvement of ERP solutions to optimize data integrity, operational efficiency, and business outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops comprehensive application solution architectures that align with business objectives, utilizing best practices and industry standards. Define system components, modules, integrations, data models, and workflows.
- Collaborates with business stakeholders to gather, analyze, and prioritize functional and technical requirements, translating business needs into technical specifications and design documentation.
- Designs and implements seamless integrations between ERP systems and other enterprise applications, databases, and third-party platforms, ensuring data consistency, integrity, and security across integrated systems.
- Provides technical leadership and guidance to development teams throughout the ERP implementation lifecycle, mentoring junior architects and developers to foster a culture of innovation and excellence.
- Creates and maintains comprehensive architectural documentation, including design diagrams, architecture frameworks, and implementation plans, to support knowledge sharing and project continuity.
- Oversees the end-to-end implementation of ERP solutions, including configuration, customization, testing, deployment, and post-implementation support, ensuring timely delivery within budget and quality standards.

- Identifies opportunities to optimize ERP system performance, scalability, and reliability by implementing performance tuning strategies, monitoring system metrics, and conducting periodic reviews.
- Assesses risks associated with ERP implementations and develops mitigation strategies to address potential issues, ensuring compliance with regulatory requirements, data security standards, and organizational policies.
- Provides training and support to end-users and technical staff to ensure effective use of ERP systems and adherence to best practices.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in software application development, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Relevant certifications such as The Open Group Architecture Framework (TOGAF), Systems Applications, and Products (SAP) in Data Processing, Certified Application Architect, or Oracle Certified Master.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of ERP platforms such as SAP, Oracle, Microsoft Dynamics, or similar systems.
- Knowledge of ERP implementation methodologies, tools, and technologies.
- Knowledge of industry best practices and emerging trends in ERP systems and enterprise architecture.
- Knowledge of data management and governance practices to ensure data integrity and security within ERP systems.
- Ability to develop comprehensive documentation, including architecture designs, specifications, and implementation plans.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Sr. Manager of Digital Technologies and Innovation

GENERAL DESCRIPTION

Under the general direction of the Director of Digital Technologies & Innovation, the Sr. Manager of Digital Technologies and Innovation oversees a team responsible for the development, deployment, and management of digital technologies designed to enhance passenger experiences and improve operational efficiency for the Authority. Additionally, this position focuses on integrating audiovisual (AV) systems, digital signage, LiDAR technology, and various passenger processing solutions while collaborating with cross-functional teams, stakeholders, and technology vendors to ensure successful implementation. The Sr. Manager of Digital Technologies and Innovation manages IT technical work, ensures the success of resolving unique challenges, and critical operational tasks that directly impact the travel experience.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Presents strategic plans, project updates, and performance metrics to the Director, ensuring alignment with organizational goals.
- Manages the planning, budgeting, and execution of digital technology projects, ensuring completion on time and within scope.
- Oversees the integration of AV, digital signage, and LiDAR technologies to improve the passenger experience and operational workflows.
- Coordinates with internal departments and external vendors to facilitate successful project outcomes and ensure seamless integration of technology solutions.
- Develops and implements systems for passenger processing to streamline check-in, security, and boarding processes.
- Prepares and delivers comprehensive reports on technology performance, project status, and innovation initiatives to inform strategic decision-making.
- Ensures all digital technology implementations comply with relevant regulations and standards, implementing robust security measures.
- Monitors and manages service requests and incidents within the IT Service Management (ITSM) tool, ensuring operational efficiency and timely resolution.
- Continually evaluates and identifies opportunities to improve efficiency and effectiveness in resolving issues and enhancing technology services provided to stakeholders.
- Leads cross-functional teams in the execution of complex projects, ensuring effective collaboration and communication throughout the project lifecycle.

- Drives a proactive approach to technology management, anticipating challenges and implementing solutions before issues arise.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas

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REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of information technology experience in user support of desktops, applications, printers, peripherals, and cabling**.**
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of Passenger Processing experience.
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital technology systems.
- Knowledge of industry standards and best practices related to technology integration and operational efficiency in an airport environment.
- Knowledge of project management principles, including budgeting, planning, and execution of digital technology projects.
- Knowledge of relevant regulations and compliance standards pertaining to airport operations and digital technologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Sr. Manager of Passenger Processing and Innovation

GENERAL DESCRIPTION

Under the general direction of the Director of Digital Technologies & Innovation, the Sr. Manager of Passenger Processing and Innovation oversees the development, deployment, and management of advanced passenger processing solutions designed to enhance the passenger experience and improve operational efficiency for the Authority. Additionally, the position involves performing Information Technology (IT) technical work on all Common Use technology and passenger processing applications, while effectively managing the complexities of public-facing solutions. The Sr. Manager of Passenger Processing and Innovation analyzes and resolves a variety of unique challenges under minimal supervision, providing critical technology.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead a team in the design, deployment, and maintenance of advanced passenger processing solutions, including kiosks, self-service bag drops, LiDAR technologies and E-Gate biometrics.
- Manages the planning, budgeting, and execution of passenger processing technology projects, ensuring timely and within-scope delivery.
- Develops and implements passenger processing systems that streamline check-in, security, and boarding processes.
- Implement robust security measures to protect sensitive data and systems from potential cyber threats.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in Common Use and passenger processing with a broad technology background, or similar experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of Passenger Processing experience.
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of industry trends and emerging technologies relevant to passenger processing and airport operations.
- Knowledge of project management principles, including planning, budgeting, and execution of technology projects.
- Knowledge of System Center Configuration Manager (SCCM) being an advantage
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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STAFF ACCOUNTANT

GENERAL DESCRIPTION

Under the general direction of the Finance Revenue & Contract Administrator, the Staff Accountant maintains and reconciles the general ledger to ensure the accuracy of financial records. The role works with various departments to address financial activities and offer insights on accounting matters. Additionally, the role includes assisting in the preparation of financial statements, reports, and audits, and utilizing various software applications for financial analysis and reporting.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs general ledger account reconciliations to identify discrepancies and ensure data integrity.
- Supports the accounts payable process, including invoice verification, data entry, and payment processing.
- Assists in the accounts receivable process, including invoicing, collections, and maintaining customer account records.
- Prepares and posts journal entries for various transactions, ensuring timely and accurate recording.
- Conducts monthly and year-end closing activities, assisting in the preparation of financial reports.
- Supports the budgeting process by gathering and analyzing financial data, preparing variance reports, and assisting with adjustments.
- Assist in the preparation of tax returns and compliance documentation as needed.
- Monitors and analyzes financial transactions to ensure compliance with internal controls and policies.
- Participates in internal and external audits by providing necessary documentation and assistance to auditors.
- Provides support in the implementation of accounting software and tools to enhance efficiency.
- Assists in training and onboarding new accounting staff, sharing knowledge of processes and procedures.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SUSTAINABILITY & RESILIENCE PROGRAM DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Sustainability & Resilience Program Director is responsible for oversight, execution, monitoring, and reporting for the Authority's Sustainability and Resilience initiatives. This position fosters and facilitates a culture of sustainability and resilience throughout the Authority while serving as the lead representative for sustainability and resilience programs and initiatives. The Sustainability and Resilience Program Director will coordinate with project directors, develop and complete the Sustainable Design Criteria Manual (SDCM) checklists for each project, provide a range of cost estimates and cost-benefit data, work with designers and contractors, and monitor project implementation, execution and accountability.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Establishes and leads a team of Authority representatives (and interested tenants) to collaborate on sustainability and resilience issues.
- Oversees sustainability- and resilience-related projects and studies including but not limited to planning, design and construction projects.
- Coordinates with marketing and communications teams to prepare and execute communications programs to include collateral items, presentations, and special events related to sustainability and resilience programs and activities.
- Acts as a liaison for the Authority to gather ideas and sponsor events (such as TECO, Tampa Bay Regional Resiliency Coalition, Tampa Bay Clean Cities Coalition, etc.) to leverage and expand the Authority's cooperation with other local, state, and regional sustainability and resilience organizations and companies.
- Conducts benchmarking analysis and environmental and culture assessments to aid in program development.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Sustainability, Planning, Environmental Management, Engineering, or related field.
- Five (5) years experience in environmental engineering for an airport, or similar industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Sustainability, Planning Environmental Management, Engineering, or related field.
- Prior work experience with sustainability and resilience program(s).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of sustainability and resilience programs.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.

- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SYSTEMS AUTOMATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Automation Manager ensures the operation of the Authority's Baggage Handling Systems (BHS) and associated control systems. The Systems Automation Manager oversees the Airport Systems Automation Technicians (ASAT), manage vendor support contracts, and develops budgets to support machine-level controls and vendor services. Additionally, this position conducts quality assurance inspections, coordinates contractor performance, and oversees training programs for technical personnel.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensures that the BHS operates effectively, meets TSA certification requirements, and aligns with design specifications.
- Manages the performance and technology of the BHS and other airport equipment as needed.
- Administers Asset Performance Management (APM) contracts and oversee APM operations to ensure optimal functionality.
- Provides support to Senior Manager in their absence, maintaining operational continuity.
- Reviews and analyzes BHS performance metrics to identify areas for improvement.
- Coordinates with TSA and other regulatory agencies on performance and operational issues.
- Conducts inspections of all Authority facilities to verify contractor job performance and compliance with standards.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering or a related field.
- Four (4) years experience in maintenance of a large facility with high level controls and computer programming on automated conveyance equipment, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport TSA security regulations and compliance standards.
- Knowledge of accepted methods, practices, and procedures for the repair and maintenance of BHS and associated equipment.
- Knowledge of safety practices and principles related to the repair and maintenance of airport automated systems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting.
- Frequent lifting up to 50 lbs or more.
- Frequent bending & stooping.
- Occasional pushing, pulling & dragging.
- Frequent reaching overhead.
- Occasional kneeling & crawling.
- Constant climbing.
- Constant typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals and insects.
- Navigate occasionally heights & confined areas.
- Constant use of car/light truck.
- Occasional use of heavy equipment & power tools.

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

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

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SYSTEMS AUTOMATION TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Systems Automation Manager, the Systems Automation Technician provides analysis, design, development, testing, implementation, management, and repair of automated Programmable Logic Controller (PLC) and computer-controlled systems at the airport. This role involves troubleshooting and maintaining critical automated systems, including the automated baggage system, , and airplane passenger loading bridges (jet-ways). The technician will also conduct post-incident analyses, recommend preventive maintenance actions, and implement improvements to existing software and programming.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes, programs, designs, implements, operates, troubleshoots, and maintains critical automated airport systems.
- Programs, tests, edits, and troubleshoots proposed hardware and software changes to complex airport systems using PLC ladder logic.
- Justifies and documents proposed changes to certified systems for approval by the Department of Homeland Security and management before implementation.
- Conducts post-incident analysis of automated system issues to identify root causes and corrective actions.
- Provides recommendations for improved preventive maintenance actions to enhance system reliability.
- Implements improvements to existing software reporting and programming to optimize performance.
- Develops contingency plans to mitigate the impact of future occurrences of system issues.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering
- Five (5) years of experience in the operation and maintenance of mechanical, electrical and electronics equipment
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of software applications installation, operation, testing, and maintenance methods for PLCs, Human Machine Interface software, and data historian software such as RSLogix, RSView, and SQL Server.
- Knowledge of airport TSA security regulations and compliance standards.
- Knowledge of accepted methods, practices, and procedures for the repair and maintenance of BHS and associated equipment.
- Knowledge of safety practices and principles related to the repair and maintenance of airport automated systems.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Knowledge in the use of specialized test equipment and tools used to diagnose and repair computer-controlled airport operations support systems and equipment.
- Ability to read, review, and interpret technical reports, contracts, specifications, and plans.
- Ability to train users in computer concepts and applications, and to provide technical assistance to computer staff.
- Knowledge of the parts requirements and inter-changeability of parts between various pieces of equipment.
- Ability to work effectively with others.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending & stooping.
- Occasional pushing, pulling & dragging.
- Frequent reaching overhead.
- Occasional kneeling & crawling.
- Constant climbing.
- Occasional typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals, and insects.
- Navigate occasionally heights & confined areas.
- Constant use of car/light truck.
- Occasional use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS BAGGAGE OPERATOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Supervisor, the Systems Baggage Operator maintains the efficiency of the airport baggage system by ensuring it is clear of blockages and functioning properly. This role involves clearing baggage jams according to safety protocols, performing accurate inspections for missing baggage, and resolving any issues within the baggage handling system.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Clears baggage jams in the airport baggage system while adhering to established safety protocols and procedures.
- Performs accurate inspections for missing baggage and resolve issues within the baggage handling system.
- Monitors and maintains the operational efficiency of the baggage system, ensuring it is free from blockages.
- Operates conveyor belts and other equipment for the movement of baggage and cargo.
- Drives golf carts on the ramp to transport baggage and equipment as needed.
- Cleans work sites upon completion of tasks to maintain a safe and organized environment.
- Assists electricians with the installation and repair of electrical wiring, fixtures, and related equipment.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Very frequent lifting up to 50 Ibs or more.
- Frequent bending, stooping.
- Pushing, pulling & dragging up to 6 hours per day.
- Occasional reaching overhead.

- Frequent kneeling, crawling & climbing.
- Occasional typing.
- Occasional exposure to extreme weather & chemicals.
- Frequent exposure to insects.
- Navigate frequently heights & confined areas.
- Occasional use of car/light truck & heavy equipment.
- Frequent use of power tools & golf cart.

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SYSTEMS MAINTENANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Maintenance Manager ensures the performance of specialized automated airport equipment, including baggage handling systems, passenger boarding bridges, and ground power units. The Systems Maintenance Manager oversees the operation, maintenance, and repair of airport facilities and equipment. This position is critical for maintaining the reliability and efficiency of airport systems.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the activities of employees and monitors contractors engaged in the repair, installation, inspection, and maintenance of specialized airport equipment, including baggage handling systems, passenger boarding bridges, and ground power units.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the reliability and efficiency of all systems.
- Supervises an equipment safety inspection program, conducting periodic inspections to ensure compliance with safety standards.
- Administers the Qualified Maintenance Professional Certification program to enhance staff skills and knowledge.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and contract integrity, addressing any inadequacies promptly.
- Develops and manages annual budgets for maintenance operations to ensure effective resource allocation.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Industrial Management, or related field.
- Four (4) years experience in the maintenance of aviation facilities, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Management Professional Certificate (FMP) from the International Facility Management Association (IFMA) completed within 9 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Lean Six Sigma

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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SYSTEMS MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Manager, the Systems Maintenance Supervisor oversees the daily maintenance activities of critical airport systems, including Baggage Handling Systems, Passenger Boarding Bridges, and Ground Power Units. This role involves developing and updating maintenance policies and procedures, monitoring compliance with safety standards, and ensuring operational efficiency. Additionally, the Systems Maintenance Supervisor will provide technical guidance and assist in the procurement of necessary equipment and materials to support maintenance operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Supervises the daily maintenance activities for critical airport systems, assigning tasks and addressing equipment failures promptly.
- Oversees the work of technical trades and maintenance personnel engaged in constructing, repairing, and maintaining airport facilities and associated equipment.
- Assists with contingency operations to minimize disruptions and impacts on customer service during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to ensure a safe, efficient, and effective work environment.
- Plans job layouts, estimates materials, and determines equipment and tools needed, creating drawings or sketches for maintenance personnel to follow.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Facilities Management, Industrial Management, or related field.
- Four (4) years of progressive experience in facility maintenance, maintenance of airport equipment, or related field
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- QMP/Leader Certification - TPC Supervisor Training, Qualified Maintenance Personnel- QMP (Internal Program).
- Supervisory Leadership Training
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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SYSTEMS MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician I assists with the maintenance of specialized automated airport equipment, including baggage conveyors, passenger boarding bridges, and 400 Hz ground power units. This position responds to equipment issues and system alarms, perform advanced repairs on electrical and mechanical components, and maintain accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs preventive and predictive maintenance on automated equipment.
- Conducts inspections and maintenance on roll-up doors for security, fire protection, and lighting systems to ensure optimal performance.
- Assists with repairs, replacements, and setups of electrical and mechanical components, such as hydraulic systems, electric motors, and controls.
- Assists with troubleshooting electrical and mechanical issues, applying root cause analysis to determine and implement effective repairs.
- Assists with dismantling devices to access and remove defective parts using hoists, hand tools, and power tools as necessary.
- Assists with repairs and troubleshooting communication cables, including telecommunication lines, to maintain connectivity and functionality.
- Assists with the modification of equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant Standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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SYSTEMS MAINTENANCE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician II performs maintenance of specialized automated airport equipment, including baggage conveyors, passenger boarding bridges, and 400 Hz ground power units. This position responds to equipment issues and system alarms, perform advanced repairs on electrical and mechanical components, and maintain accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs preventive and predictive maintenance on automated equipment.
- Conducts inspections and maintenance on roll-up doors for security, fire protection, and lighting systems to ensure optimal performance.
- Executes advanced repairs, replacements, and setups of electrical and mechanical components, such as hydraulic systems, electric motors, and controls.
- Troubleshoots electrical and mechanical issues, applying root cause analysis to determine and implement effective repairs.
- Dismantles devices to access and remove defective parts using hoists, hand tools, and power tools as necessary.
- Repairs and troubleshoots communication cables, including telecommunication lines, to maintain connectivity and functionality.
- Modifies equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience installing or maintaining automated equipment or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.
- Previous work experience in an airport environment.
- Previous experience working on conveyors and/or passenger boarding bridges an 400 hz ground power.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.

- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician III is an advanced technical role that provides preventive maintenance, troubleshooting, and repairs of essential equipment that supports operations, including passenger boarding bridges and baggage handling systems. This position involves mentoring junior technicians and trainees. Additionally, the technician responds to equipment issues, performs advanced repairs, and maintains accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides guidance and training to junior technicians and trainees, fostering skill development and operational excellence.
- Coordinates, dispatches, and assigns work tasks to ensure efficient completion of maintenance and repair activities.
- Leads the completion of projects and extensive repairs on passenger boarding bridges and baggage handling systems.
- Performs preventive and predictive maintenance on automated equipment, including baggage conveyors and 400 Hz ground power units.
- Executes advanced repairs, replacements, and setups of electrical and mechanical equipment components, including hydraulic systems and electric motors.
- Troubleshoots electrical and mechanical issues, conducting root cause analysis to implement effective repairs.
- Dismantles devices to access and remove defective parts using appropriate tools, hoists, and lifting devices.
- Repairs communication cables, including telecommunication lines, ensuring connectivity and functionality.

- Modifies equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of experience in installing or maintaining automated equipment or a similar field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Completion of the Quality Management Plan (QMP) Certification or equivalent Electro/Mechanical Certification is required.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.
- Previous work experience in an airport environment.

- Previous experience working on conveyors and/or passenger boarding bridges an 400 hz ground power.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Operations Manager ensures the efficient and effective operation of the Baggage Handling System (BHS). This position manages a team of technicians while coordinating with various stakeholders to facilitate the smooth flow of baggage throughout the facility. Additionally, the role involves monitoring system performance, troubleshooting issues, implementing improvements, and ensuring compliance with safety and security regulations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinate's work performance, conducts open and honest performance check-ins and appraisals, and initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the day-to-day operations of the BHS, ensuring its smooth and uninterrupted functioning.
- Monitors the performance of the BHS, including conveyor belts, sorting machines, scanners, and associated equipment to promptly identify and resolve issues.
- Coordinates with airlines and ground handlers to ensure timely and accurate delivery of baggage.
- Conducts regular safety training sessions for the BHS operations team, emphasizing safe work practices and the proper use of Personal Protective Equipment (PPE).
- Optimizes system efficiency and minimizes downtime by implementing preventive maintenance schedules and conducting regular inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Engineering, Aviation Management, or related field.
- Four (4) years experience in the operation and maintenance of baggage handling systems, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Frequent exposure to insects.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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SYSTEMS OPERATIONS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Manager, the Systems Operations Supervisor oversees the daily operation of the airports baggage handling system This position involves troubleshooting and diagnosing issues, making adjustments to baggage system configuration and ensuring all systems operate at peak efficiency to minimize service disruptions. The Supervisor plays a key role in overseeing major upgrades and overhauls of complex equipment while also participating in developing preventative and corrective maintenance procedures.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinate's work performance, conducts open and honest performance check-ins and appraisals, and initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance and maintains and accounts for equipment as instructed.
- Responds to outages and system failures of shuttles, elevators, escalators, moving sidewalks, passenger loading bridges, and baggage conveyors, diagnosing and repairing issues promptly to minimize service disruption.
- Oversees and assists in the overhaul and major upgrades of elevators, escalators, shuttles, conveyors, and other critical airport operations support systems to maintain high serviceability standards.
- Inspects high-tech systems under overhaul or upgrade for compliance with established plans and specifications.
- Participates in the research and development of preventative and corrective maintenance procedures for existing and newly acquired systems to ensure serviceability and extend equipment lifecycle.

- Monitors conveyor line baggage flow and balance operations to optimize efficiency and effectiveness.
- Tracks and analyzes laser array statistics and other relevant performance metrics to maintain system integrity.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Engineering, Aviation Management, or related field.
- Four (4) years experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather and insects.
- Occasional exposure to noxious fumes.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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TERMINAL OPERATIONS DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Terminal Operations Duty Manager is responsible for planning, coordinating work, supervising, leading projects, advancing initiatives, and regularly assessing all areas of Terminal Operations. This position coordinates and manages construction activities to minimize operational impact or disruption and participates in various phases of emergency management and irregular operations while interacting with airlines, federal agencies, business partners, and airport management.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Resolves operational issues involving airline passengers, airport guests, tenants, public safety, and security.
- Coordinates with airport tenants and stakeholders regarding impacts to operations. Works closely with multiple internal and external customers to develop plans of action and response to various issues, including, but not limited to, security, access control, construction, airside capacity and response, and rule enforcement.
- Oversees the inspection of airport facilities, apron areas, gate positions, terminal buildings, roadways, and ground transportation lots to ensure safe and efficient operation and any other areas as directed.
- Makes decisions necessary to maintain the continued safe operation of the airport; eliminates or mitigates operational delays or negative impacts to customers with a focus on safety and customer service.
- Works with tenants to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airport.
- Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Four (4) years of experience in airport terminal operations at a medium-to-large airport, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Obtain and maintain position appropriate NIMS & emergency management training.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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TRAFFIC OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Traffic, the Traffic Operations Manager is responsible for overseeing scheduling and evaluating the performance of Traffic Supervisors and the Traffic Training Coordinator. This role includes managing the Curbside Management Program and the Traffic Operations Training Program, ensuring efficient day-to-day traffic operations at the terminal, remote curbsides, and Air Operations Area checkpoints. This position will provide strong leadership, promote positive employee relations, and work closely with the Senior Manager to meet operational needs and ensure adherence to safety protocols.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strong leadership to Traffic Supervisors while promoting and maintaining positive employee relations.
- Identifies and develops effective leaders capable of engaging employees, building trust, and holding themselves and direct reports accountable for results.
- Creates, maintains, and revises the schedules for the Traffic Supervisors and Traffic Training Coordinator.
- Provides direction and oversight and is responsibility for the Authority Curbside Management Program operation (24-hour, seven-days a week operation).
- Meets daily with the Senior Manager of Traffic to provide updates on the Traffic Division's operations and future needs.
- Provides input to the Senior Manager of Traffic on the development and management of the division's budget, schedule and equipment.
- Receives and resolves customer inquiries.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business Administration, Public Administration, or related field.
- Four (4) years experience in traffic control or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Ability to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and airport operations, including parking laws and regulations relevant to aviation environments.
- Knowledge of federal, state, and local laws and regulations pertaining to transportation and public safety, particularly those enforced by the Transportation Security Administration (TSA).
- Skill in supervising and mentoring staff, including providing training, performance evaluations, and professional development opportunities.
- Ability to assess and monitor changing traffic conditions, ensuring the safety and efficiency of vehicular and pedestrian flow within the airport.
- Ability to develop and implement operational plans and strategies that align with the objectives of the Police Traffic Division.
- Ability to handle operational and administrative problems effectively, proposing innovative solutions to improve traffic management processes.
- Knowledge of safety procedures and best practices, ensuring compliance with established standards to reduce accidents and enhance public safety.
- Skill in leadership, team-building, employee engagement, and consensus-building.
- Ability to effectively and simultaneously balance multiple high priority tasks.
- Ability to be results-driven, decisive and to execute plans that are operationally sound.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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TRAFFIC SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Traffic Supervisor, the Traffic Specialist is responsible for managing a wide range of traffic-related duties at the airport. This role encompasses directing and controlling vehicular traffic on terminal curbside drives, enforcing parking regulations, and ensuring the safety and security of the Authority property, facilities, staff, and the general public. The Traffic Specialist maintains efficient traffic flow while providing excellent customer service to airport users.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Directs and controls vehicular traffic on airport terminal curbside drives and at checkpoint areas crossing taxiways to ensure safe and efficient traffic flow.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Performs security duties to protect airport property, facilities, personnel, and the general public, ensuring compliance with safety protocols.
- Enforces parking regulations by issuing citations as necessary, maintaining order and compliance within the airport's parking facilities.
- Monitors and assesses changing traffic conditions, making real-time decisions to optimize traffic flow and safety.
- Conducts inspections of traffic areas to identify safety hazards and ensure compliance with established standards.
- Assists with traffic control during special events or emergencies, collaborating with other departments to ensure effective coordination.
- Participates in training and development programs to enhance skills related to traffic management and public safety.
- Conducts regular inspections of traffic areas to ensure compliance with established safety standards and identify potential hazards.

- Engages in community outreach efforts to educate the public about traffic regulations and safety initiatives at the airport.
- Maintain accurate records of traffic incidents, citations issued, and other relevant data for reporting and analysis purposes.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School diploma or valid equivalent.
- One (1) year verified work experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's degree in criminal justice, business administration, management, public administration or a related field.
- Previous experience in traffic control.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport traffic rules and regulations to ensure compliance and safety in managing vehicular movement within the airport.
- Knowledge of airport security protocols and procedures, enabling effective enforcement of safety measures and regulations.
- Skill in directing and controlling vehicular traffic to maintain safe and efficient flow on airport terminal curbside drives and taxiways.
- Ability to operate a tow truck and other airport vehicles safely and efficiently while performing traffic management duties.
- Ability to remain calm and composed under stressful conditions, effectively managing traffic situations and public interactions.
- Knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Skill in the use of Word, and Outlook.
- Ability to engage with the community through outreach efforts, educating the public on traffic regulations and promoting safety initiatives at the airport.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Traffic Operations Manager, the Traffic Supervisor is responsible for leading a team of non-sworn Traffic Specialists and Senior Traffic Specialists at the airport. This position focuses on providing public assistance and guidance while enforcing parking laws and ensuring the safety and control of vehicular and pedestrian traffic on airport arrival and departure drives, as well as other airport areas. The Traffic Supervisor enforces airport parking regulations and assisting with Transportation Security Administration (TSA) compliance requirements, while also mentoring and managing the performance of subordinate staff to achieve the objectives of the Police Traffic Division.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Plans, coordinates and supervises assigned functions and activities to help achieve Police Traffic Division objectives.
- Prepares daily and monthly work schedules, payroll, memorandums, correspondence, interoffice communications, etc.
- Verifies and approves timecards for assigned employees.
- Completes written reports and required forms in accordance with standard operating procedures and directives.
- Oversees traffic operations; observes personnel in the performance of their traffic management duties.
- Observes and assesses changing traffic conditions.
- Reassigns personnel to maintain efficient public access to the airport.
- Assists with traffic control duties.
- Recommends new systems and procedures to improve traffic operations.
- Resolves operational and administrative problems.
- Monitors the status of allocated funds and provide input to management concerning the annual budget process.

- Assists in the recruitment, interview process, and training of new personnel.
- Coordinates with other departments/agencies both internally and externally.
- Oversees the maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.
- Provides information and assistance to the public.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice or related field.
- Four (4) years of experience in related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and airport operations, including parking laws and regulations relevant to aviation environments.
- Knowledge of federal, state, and local laws and regulations pertaining to transportation and public safety, particularly those enforced by the Transportation Security Administration (TSA).
- Skill in supervising and mentoring staff, including providing training, performance evaluations, and professional development opportunities.
- Ability to assess and monitor changing traffic conditions, ensuring the safety and efficiency of vehicular and pedestrian flow within the airport.
- Ability to develop and implement operational plans and strategies that align with the objectives of the Police Traffic Division.
- Ability to handle operational and administrative problems effectively, proposing innovative solutions to improve traffic management processes.
- Knowledge of safety procedures and best practices, ensuring compliance with established standards to reduce accidents and enhance public safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC TRAINING COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Traffic Operations Manager, the Traffic Training Coordinator supports operations, public safety, and security activities at Tampa International Airport. This position is responsible for the development and facilitation of both classroom and hands-on training for all Traffic personnel, including newly hired traffic specialists. The coordinator will also oversee annual and remedial training requirements as mandated by the Florida Department of Law Enforcement (FDLE), ensuring that all training programs meet organizational standards and enhance the effectiveness of the Traffic Division's operations. Additionally, the Traffic Training Coordinator will evaluate employee performance, develop instructional materials, and maintain comprehensive training records to support continuous improvement and compliance within the department.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates employee performance, analyze, and identify opportunities for performance improvement and translates needs into lessons and remedial training modules.
- Develops, updates, and reviews reference guides and instructional materials associated with Traffic Training.
- Performs as a Lead Trainer for newly hired Traffic Specialists and conducts classroom and on-the-job training.
- Performs training related administrative tasks; develops and maintain databases of training records.
- Attends meetings, serves on committees, and makes presentations as needed.
- Performs administrative tasks, including answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Conducts monthly quality assurance reviews of traffic personnel performance and delivers analysis to supervision for follow-up coaching.
- Participates in the recruitment, review, interview, and selection process of traffic applicants.

- Maintains a comprehensive knowledge of training principles, procedures, and presentation techniques; research and assess new training techniques and programs; coordinate training resources and provide updates to web-based materials and printed guides when applicable.
- Demonstrates scheduling flexibility to accommodate training needs for all shifts.
- Maintains training records and reports.
- Testifies in court to provide an accurate account of information related to training records and emergency/non-emergency calls for assistance, as required.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or valid equivalent.
- Three (3) years experience as a Trainer.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in business administration, organization development, public administration, management, or a closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of training principles, procedures, and presentation techniques, ensuring the effectiveness of instructional programs for Traffic personnel.
- Skill in developing and facilitating both classroom and hands-on training sessions, tailored to meet the needs of newly hired traffic specialists and existing staff.
- Knowledge of regulatory requirements established by the Florida Department of Law Enforcement regarding training standards for traffic personnel.
- Skill in utilizing MS Office programs (Outlook, Word, PowerPoint, Excel) to create training materials, maintain records, and perform administrative tasks efficiently.
- Ability to maintain comprehensive training records and databases, ensuring compliance and supporting continuous improvement within the Traffic Division.
- Knowledge of quality assurance practices, including conducting monthly reviews of personnel performance and delivering actionable analysis to management.
- Knowledge of emergency procedures and protocols, allowing for effective engagement in traffic duties during staffing shortages or emergencies.
- Skill in making presentations and representing the Traffic Training Program in meetings and committees, effectively communicating training goals and updates.
- Ability to demonstrate scheduling flexibility to accommodate training needs across all shifts, ensuring comprehensive coverage for training sessions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Chief Financial Officer, the Vice President of Capital Programs is responsible for coordinating the Capital Development Program, managing grant funding, and overseeing financial operations. Key responsibilities include developing both short- and long-term master schedules, tracking and forecasting project costs, maintaining records, assessing performance metrics, and driving process improvements. Collaboration with the Planning and Development Department is essential to ensure that the Authority's Capital Development Program remains on schedule and adheres to budgetary goals.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs and coordinates the development of the annual Capital Improvement Program; manages program budget.
- Manages the development committee process to ensure all departments provide necessary input to properly plan and track all capital projects.
- Ensures the Authority’s Strategic Business Plan is updated as necessary.
- Directs and coordinates the development of Project Management Plans and provides timely updates.
- Ensures the Capital Development Program Master Schedule is maintained and updated providing project scheduling and cash flow projections.
- Oversees the project closeout process, and records management.
- Provides necessary project cost data to Project Directors to ensure projects are within budget.
- Ensures proper reporting of Goals & Objectives and project performance measures.
- Provides management and oversight of external resources such as consultants and program management staffing.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long -term visions for the organization; Committing his/her area of the organization to meeting the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; Identifies cost effective approaches; Demonstrates broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Finance or related field.
- Ten (10) years experience in program management.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training and experience.
- Must possess a valid, Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Business, Engineering, or Management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Authority's strategic goals, ensuring their alignment with department projects.
- Ability to manage and mentor subordinate employees, fostering their professional development and ensuring adherence to performance standards.
- Knowledge of project management principles, including scope definition, budgeting, scheduling, and resource allocation, to ensure successful project implementation.
- Knowledge of financial planning and budget development processes, particularly for the Capital Improvement Program and related projects.
- Ability to provide accurate project cost data to Project Directors, ensuring financial adherence and budget compliance throughout project lifecycles.
- Skill in reporting on Goals & Objectives and project performance measures to assess and communicate the effectiveness of capital programs.
- Skill in process improvement methodologies, consistently seeking opportunities to enhance operational efficiency and project outcomes.
- Ability to maintain a high degree of coordination across departments, ensuring that project management plans are executed smoothly and effectively.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing up to 6 hours per day

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VICE PRESIDENT OF CONCESSIONS & COMMERCIAL PARKING

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Concessions and Commercial Parking is responsible for managing revenue-producing leases and contracts related to non-aeronautical lines of business for the Authority. This role provides strategic leadership and oversees the planning, organization, and integration of all concession operations, including food and beverage, retail, advertising, sponsorships, on-airport and off-airport rental cars, as well as ground transportation services and all public parking. This position will develop and implement strategic plans aimed at enhancing revenue generation while evaluating and managing all lines of business. Additionally, the Vice President will monitor financial and customer service performance to ensure compliance with high standards, fostering strong relationships with internal and external stakeholders to drive operational success.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a strategic plan for non-aeronautical revenue development that aligns with the Authority's overall strategic goals and objectives, ensuring effective execution and tracking of progress.
- Oversees the management of the Airport’s public and employee parking, rental car, and ground transportation operations, including all associated revenues, contracts, programs, and products.
- Oversees all aspects of the Airport’s Concessions program including food and beverage, retail, advertising, sponsorships, vending, hotel and passenger services to meet revenue goals alongside exceptional service.
- Oversees the procurement and/or negotiation of all airport concession agreements in coordination with the Procurement and Legal departments to ensure compliance and effectiveness.
- Works closely with internal stakeholders on key projects, including the Master Plan, construction initiatives, and contract audits to align efforts and resources
- Oversee the development of revenue forecasts and budgets for the department, ensuring alignment with annual targets for concessions, parking, rental car, and ground transportation services.
- Develop and maintain ongoing revenue performance metrics for all revenue-generating assets, providing regular updates to executive staff and stakeholders.

- Establish and maintain strong working relationships with current and prospective business partners, fostering a collaborative culture with the Concessions and Commercial Parking Department.
- Collaborates with Executive Staff, Senior Staff, and other departments, tenants, and consultants to achieve Authority objectives and streamline operations.
- Directs the preparation and administration of the Concessions and Commercial Parking Department's operating budgets, ensuring financial accountability and strategic alignment.
- Markets business opportunities to identify and generate additional revenue sources for the Authority.
- Ensures that procurement processes are well-planned, with a focus on supporting Airport Concessions Disadvantaged Business Enterprises (ACDBEs) and Small Business Enterprises (SBEs).
- Reviews legislation and contract agreements to assess fiscal impact and ensure compliance with federal, state, and local regulations affecting commercial operations.
- Leads, motivates, and develops a team of personnel within the Airport Concessions and Commercial Parking Department, fostering professional growth and high performance.
- Conduct thorough analyses of business and financial plans for existing concessions to assess their short- and long-term viability, implementing necessary changes in collaboration with concessionaire partners.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Management or related field.
- Ten (10) years experience in planning, developing, and implementing concessions programs including negotiating and administering concession contracts.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Public or Business Administration, Management or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and a thorough understanding of Concessions Programs.
- Knowledge of principles and processes for providing customer service, such as assessing customer needs, meeting quality standards for service, and evaluating customer satisfaction.
- Knowledge of the parking business environment including social, economic, political and technical trends and their impact on parking revenue.
- Skills in problem-solving, analytics, and developing valuable business insights.
- Ability to create, manage, forecast, and analyze budgets.
- Ability to analyze and interpret parking revenue, trends, products and applications used worldwide and identify new sales channels for Airport parking.
- Ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting

- Continuous typing

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VICE PRESIDENT OF FINANCE

GENERAL DESCRIPTION

Under the general direction of Chief Financial Officer, the Vice President of Finance is responsible for directing the financial activities of the Authority. This role includes the preparation of financial statements and coordinating related external audits, as well as calculating rates and charges for airlines. The Vice President also manages accounts payable and receivable, budgeting, payroll, and collections, while coordinating the issuance of debt. Additionally, this position involves managing the Authority's investment portfolio and inventory to ensure financial stability and compliance with organizational objectives. The Vice President of Finance plays a critical role in shaping the financial strategy and ensuring the organization's effective management of financial resources.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates with the Chief Executive Officer and other executives with various financial analyses to support strategic decision-making.
- Develops and implements financial policies and procedures to enhance operational efficiency and compliance.
- Oversees the issuance of debt, including refunding bond issues, construction bond issues, commercial paper, and other financing methods for capital improvements.
- Maximizes revenues and minimizes expenditures, implementing strategies to protect the financial strength and stability of the Authority.
- Directs the establishment and management of the Authority's banking relationships and investment portfolio to optimize financial performance.
- Interacts with the Authority's trustees regarding bond covenants and the administration of existing debt to ensure compliance and effective management.
- Ensures compliance with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and vendors providing goods or services to the Authority.
- Oversees the preparation of financial statements and reporting to provide transparency and accountability in financial practices.
- Manages accounts payable and receivable processes to ensure timely and accurate financial transactions.

- Oversees budgeting processes, ensuring alignment with organizational objectives and effective resource allocation.
- Directs payroll and collections activities to maintain accurate financial records and ensure timely payments.
- Monitors financial performance and provides regular updates to the executive team, highlighting key metrics and trends.
- Leads financial audits and coordinates with external auditors to ensure compliance and accuracy in financial reporting.
- Conducts risk assessments related to financial activities and implements strategies to mitigate identified risks.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Ten (10) years experience in managing accounting or finance operations in aviation, public sector, or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Masters Degree in Accounting, Finance or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of budget development processes, including the ability to coordinate and manage annual and capital budgets effectively.
- Knowledge of banking and investment portfolio management.
- Knowledge of federal, state, and local procurement regulations to ensure compliance in the selection of contractors, concessionaires, and vendors.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF GENERAL AVIATION

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of General Aviation is responsible for directing the operations, maintenance, business, and marketing initiatives across the Authority's operations at General Aviation airports, including Tampa International Airport (TPA). This role involves coordinating the activities of each Fixed Base Operator (FBO) and fostering strong relationships with tenants to ensure seamless operations and service delivery. The Vice President oversees the maintenance of airfields, buildings, equipment, and utilities at these airports while engaging with key stakeholders to drive development and innovation in the general aviation sector.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees and manages the Authority's General Aviation system of airports, ensuring operational efficiency and strategic alignment.
- Provides strategic direction for future growth opportunities within the general aviation industry, including insights into Advanced Air Mobility.
- Develops and implements business development goals, business plan objectives, and policies for general aviation operations.
- Prepares and analyzes statistical reports to track performance and inform decision-making processes.
- Collaborates with the Real Estate department to provide strategic input on leases and agreements for general aviation facilities, ensuring airport interests are upheld.
- Manages the department's budgets for personnel, operations, maintenance, equipment, and capital projects to ensure financial accountability.
- Collaborates with the Communications department to develop and implement marketing strategies for public and community outreach programs related to General Aviation.
- Makes presentations to government, civic, neighborhood, and other groups regarding general aviation issues, as directed by the Chief Operations Officer.
- Provides key insights and recommendations to the Planning and Development department regarding master planning and land use at General Aviation airports.

- Monitors industry trends and innovations to adapt strategies and enhance the Authority's competitive position in the general aviation market.
- Identifies and assesses risks associated with general aviation operations and develops mitigation strategies as needed.
- Engages with stakeholders to gather feedback and improve services and facilities at general aviation airports.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or related field.
- Ten (10) years experience in airport operations management and maintenance, or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Operations Management, Business Administration, or related field.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of aviation business processes and operational requirements specific to general aviation.
- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling
- Constant typing
- Occasional exposure to extreme weather, noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Very frequent car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF HUMAN RESOURCES AND ENTERPRISE RISK MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Human Resources and Enterprise Risk Management is a senior executive leadership role responsible for overseeing strategic human capital programs and enterprise risk initiatives. This leader will guide a high-performing Human Resources team and a centralized Enterprise Risk Management function to ensure organizational alignment, accountability, and operational excellence.

The Vice President is accountable for the continued modernization of Human Resources systems and practices, overseeing workforce development, succession planning, labor relations, and employee engagement initiatives across the Authority. In addition, this role leads the Enterprise Risk Management function, including risk identification, insurance, and the integration of Authority-wide safety efforts to enhance risk visibility and mitigation strategies.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead and modernize HR programs across talent acquisition, employee relations, performance, benefits, total rewards, and training.
- Oversee workforce planning, succession development, and organizational design.
- Manage labor relations and collective bargaining agreements (currently one union representing police).
- Develop policies and programs that foster accountability, engagement, and compliance with employment laws.
- Partner with the Legal team on sensitive matters, including investigations, terminations, and litigation support.
- Optimize the Authority's HRIS platform (Oracle), partnering with IT to enhance system performance and employee self-service.
- Drive efficiency through process improvements and digital transformation of HR workflows and data reporting.
- Oversee the Enterprise Risk Management (ERM) function, including the identification, evaluation, and mitigation of organizational risks.
- Guide integration of Authority-wide safety programs under ERM, collaborating with operations on safety protocols, reporting, and compliance.

- Oversee Authority insurance coverage and claims, including property damage, liability, and workers' compensation.
- Promote a high-performance, inclusive culture built on total ownership and accountability.
- Lead by example with transparency, decisiveness, and strong cross-functional collaboration.
- Provide strategic counsel to executive leadership on talent and risk matters.
- Lead department personnel management, performance evaluations, and structural realignment as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or related field.
- Ten (10) years experience in human resources, risk management, organizational leadership or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or related field
- SPHR or SHRM-SCP – Certification.
- PHR or SHRM-CP – Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of human resource administration, risk and administration.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of budgetary principles and experience in effectively overseeing budgets.
- Skills in leading teams, with a wide range of administrative functions, and providing strategic guidance.
- Skills in presentations to a diverse group of stakeholders.
- Skills with integrating a performance-based compensation system.
- Ability to deal with difficult situations with tact and professionalism while maintaining employee trust.
- Ability to think strategically in policy and program development aligned with organizational goals.
- Ability to provide leadership and direction that cultivates respect and influences positive behavior at all organizational levels.
- Ability to assess exposures and determine appropriate insurance coverage.
- Ability to think strategically with excellent judgment, fostering informed decision-making on challenging and complex issues.
- Ability to manage organizational change effectively and efficiently.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking

- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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VICE PRESIDENT OF INFORMATION TECHNOLOGY

GENERAL DESCRIPTION

Under the general direction of the Chief Financial Officer, the Vice President of Information Technology is responsible for overseeing all technology and telecommunication activities for the Authority. This role includes establishing departmental goals and procedures, directing the development and maintenance of the Authority's website, TampaAirport.com, and monitoring both individual and operational performance. The Vice President develops long-range plans and strategies, and capital budgets, and oversees all technology capital projects. Additionally, this position involves managing the acquisition, development, implementation, operation, and maintenance of all information technology and telecommunication systems, including computer hardware, software, and networks.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive technology plan to advance the Authority towards the forefront of airport technology.
- Ensures that the technology strategy aligns with mainstream, proven technology solutions, promoting continuous improvement within the organization.
- Directs the planning, budgeting, coordination, and execution of all Information Technology projects, ensuring alignment with organizational goals.
- Oversees the technology components of all non-information technology department-managed projects to ensure effective integration and implementation.
- Manages the planning, coordination, development, implementation, training, and maintenance of all Authority-developed software, including the information kiosks.
- Directs the operation and maintenance of all Authority networks and IT infrastructure throughout the airport, ensuring reliability and performance.
- Oversees the development and ongoing testing of the Authority's IT disaster recovery plan and intrusion detection program to ensure preparedness.
- Directs the provisioning of IT services to airport tenants, managing and growing the Shared Tenant Services program to provide telephony and other services.
- Oversees the administration of the Authority's cellular telephone equipment and service agreements, ensuring compliance and efficiency in operations.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
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- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or Technology.
- Ten (10) years experience managing information technology operations in aviation, public sector, or related field.
- Five (5) years supervisory experience.
- Experience working with an Enterprise Resource Planning system.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration or Technology.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current and emerging information technology trends, strategies, and best practices relevant to the aviation industry.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Knowledge of software development lifecycles and methodologies, including Agile and Waterfall approaches, to guide application development efforts.
- Knowledge of regulatory compliance requirements affecting information technology, including data privacy laws and industry standards.
- Knowledge of cybersecurity principles and practices, ensuring the implementation of robust security measures to protect organizational data and systems.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF INTERNAL AUDIT

GENERAL DESCRIPTION

Under the general direction functionally to the Audit Committee and administratively to the Chief Executive Officer, this role directs the Internal Audit function for the Authority and leads the Internal Audit Team to complete a wide range of professional assurance and consulting engagements, strategic initiatives, and advisory services. The Vice President (VP) collaborates and communicates often with Senior Leadership and influences positive change within the Authority by being a trusted advisor. This position is responsible for completion of the annual risk assessment and annual audit plan. The VP ensures completion of required internal and external assessments and overall compliance with professional auditing standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Internal Audit function, managing a team of auditors to ensure compliance with established auditing procedures and standards.
- Plans, develops, and implements the annual audit plan, determining audit focus and objectives that align with the organization's strategic goals.
- Maintains staffing to ensure audit resources are available to execute the audit plan and oversees outsourced and co-sourced audit activities.
- Communicates and interacts directly with Executive Management and the Audit Committee regarding departmental activities and results of engagements.
- Collaborates and coordinates with stakeholders to ensure adequacy and timeliness of corrective action resulting from audit recommendations.
- Investigates and documents allegations of misappropriation to determine wrongdoing, identify parties involved, quantify loss, provide recommendations for criminal or civil prosecution, and testify on the Authority's behalf at court proceedings. Or determine if outsourcing the investigation is warranted.
- Provides guidance on documentation techniques and data analysis methods to support audit findings and ensure quality audit documentation.
- Monitors the progress of audit assignments, ensuring that audits are conducted efficiently and within established timelines.
- Conducts periodic status meetings with audit staff to discuss project progress, challenges, and resource needs related to audit activities.

- Develops and maintains the departmental budget.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field.
- Ten (10) years of progressively responsible audit experience.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must have a minimum of one (1) of the following: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- Must obtain a Certified Internal Auditor (CIA) certification within twelve (12) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Advanced skill with Microsoft Office Suite.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Knowledge of internal auditing principles, practices, and standards, particularly as they relate to financial and program operations within government entities.
- Knowledge of governmental accounting principles and public administration to ensure compliance with applicable regulations and best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations pertaining to fiscal management in government agencies, including those funded by federal grants.
- Skill in project management, enabling the effective planning, execution, and oversight of complex audit engagements.
- Skill in handling competing priorities to meet deadlines and commitments.
- Skill in leading and supervising audit teams, providing guidance, training, and performance evaluations to ensure high-quality outcomes.
- Skill in leading peer reviews and quality assurance activities.
- Ability to effectively present audit findings and recommendations to senior management and the Audit Committee.
- Ability to collaborate with various departments and stakeholders to address audit findings and implement necessary corrective actions.
- Ability to exercise sound judgment and discretion in evaluating audit findings, distinguishing critical issues from non-critical matters.
- Ability to perform audits of highly technical or complex areas, assessing the adequacy and effectiveness of management controls and compliance with policies and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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VICE PRESIDENT OF MAINTENANCE

GENERAL DESCRIPTION

Under the general direction of the Chief Development Officer, the Vice President of Maintenance is responsible for ensuring the safe, efficient, and reliable operation of all airport-related facilities and systems. This role encompasses oversight of various maintenance functions, including mechanical, electrical, plumbing, and specialized systems such as baggage handling and HVAC, while managing both in-house personnel and outsourced contracts. Additionally, the Vice President will administer the tenant work permit program to ensure compliance with codes and standards, as well as oversee key control functions. As a key member of the senior management team, this position involves strategic planning, budget management, and the development of policies and procedures that support operational excellence and customer service.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

Strategic Vision Setting and Leadership:

- **Develop and communicate a clear strategic vision for the Maintenance Department that aligns with the airport's overall mission and long-term objectives. Ensure that this vision is understood and embraced by all staff members.**
- **Foster a culture of innovation and adaptability by promoting new ideas and practices that enhance operational efficiency and service delivery while responding proactively to industry trends and technological advancements.**

Cultural Development:

- **Lead efforts to establish and maintain a strong, inclusive, and equitable culture within the Maintenance Department. Promote a workplace environment that values diversity and encourages collaboration, respect, and open communication among team members.**
- **Implement programs and initiatives that enhance employee engagement, morale, and job satisfaction, ensuring that staff members feel valued and empowered to contribute to the department's success.**

Performance Management and Accountability:

- **Establish and communicate clear performance expectations and metrics for all direct reports. Regularly assess team performance against these standards and provide constructive feedback to drive continuous improvement.**
- **Develop and implement a comprehensive performance management framework that includes ongoing coaching, mentoring, and professional development opportunities to maximize individual and team effectiveness.**

Operational and Resource Oversight:

- **Oversee the efficient operation and maintenance of all equipment and systems within the department, ensuring that resources are utilized effectively and responsibly. Promote best practices and continuous improvement initiatives to enhance operational performance.**
- **Ensure that all necessary specialty maintenance service contracts are established and managed effectively, aligning with budgetary constraints and operational needs.**

Financial Stewardship:

- **Develop, manage, and strategically allocate the department's budget, ensuring financial accountability and transparency. Regularly review financial performance against budgetary goals, identifying opportunities for cost savings and resource optimization.**
- **Advocate for necessary funding and resources to support capital projects, equipment replacement, and facility upgrades that align with the airport's strategic priorities.**

Safety and Compliance Leadership:

- **Champion a culture of safety within the Maintenance Department by ensuring that all team members are trained in safety protocols and procedures. Promote proactive reporting of potential hazards and enforce compliance with all safety regulations and standards.**
- **Regularly assess safety performance and implement improvements to foster a safe working environment for all employees.**

Change Management and Innovation:

- **Encourage a mindset of change and innovation within the Maintenance Department by promoting diverse thinking and styles across all levels of staff. Actively seek input from team members on process improvements and operational enhancements.**
- **Identify and implement initiatives that drive operational excellence and enhance the overall performance and reputation of the Maintenance Department.**

Organizational Structure and Talent Development:

- **Ensure that a robust organizational structure is in place to support the department's mission and facilitate maximum opportunities for employee development and advancement.**
- **Identify and nurture high-potential talent through targeted development programs, succession planning, and career pathway initiatives, ensuring a strong pipeline of skilled professionals ready to meet future organizational needs.**

Regular and Reliable Attendance:

- **Maintain regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and the organization.**

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

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- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Ten (10) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of leadership principles, team management, organizational development, and performance management.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, insects, and excessive noise.
- Navigate occasionally heights and confined areas.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF MARKETING, COMMUNICATIONS AND STRATEGY

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Marketing, Communications, and Strategy is a key executive leader, partnering closely with the CEO to shape and execute high-impact Aviation Authority initiatives. This role combines strategic foresight with operational expertise to elevate Tampa International Airport's position as a globally recognized hub. By integrating corporate communications, marketing, and strategic planning, this position drives transformative initiatives that enhance the Authority's brand, reputation, and stakeholder engagement. As the Authority's chief storyteller and brand architect, this leader develops cohesive communication strategies that align with the Authority's business objectives and amplify HCAA's mission and vision across diverse audiences.

This position is responsible for providing direct oversight to Communication, Marketing and Brand Strategy staff and will work closely with other program leaders and staff in shaping and implementing strategic initiatives. This position continually develops and improves Authority approaches to advance the Authority's programs and initiatives.

This position aligns external stakeholders and directs 3rd party resources to leverage the Authority's visibility and brand to advance its policy and program initiatives. The position serves as a key member supporting the CEO and Executive Team and is responsible for the overall planning, budgeting, staffing, and evaluation of all communications, marketing and brand activities consistent with policies established by the CEO and the Board.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Communications Oversight

- Oversee all corporate communications, including internal and external messaging, media relations, and crisis communications.
- Craft compelling storytelling to help articulate the Authority's vision, values, and performance to stakeholders, including employees, business partners, the community, and the public.
- Foster a culture of transparency and collaboration by developing effective internal communication strategies.

- Anticipate and manage potential risks, responding proactively to crises with clear and confident communication.

Marketing Excellence

- Develop and execute tailored brand narratives to strengthen airport awareness, customer engagement, and industry positioning.
- Analyze market data to inform decision-making and optimize marketing efforts.
- Oversee digital marketing, public relations, and advertising campaigns.

Executive Collaboration

- Act as a trusted advisor and partner to the CEO, providing insights and recommendations to support executive decision-making.
- Monitor industry trends, public sentiment, and emerging issues to inform strategic decisions.
- The Vice President of Communications, Marketing and Strategy serves as a key advisor and facilitator for the CEO and Executive Team, translating vision into action and fostering a culture of excellence and innovation across the organization.

Strategic Planning & Counsel

- Provide strategic counsel to the CEO and Executive Team in the development and execution of enterprise-wide plans. Monitor and analyze industry, regional, and local market trends to generate insights that inform strategic decision-making and keep the Airport ahead of emerging developments.

Communications & Marketing Leadership

- Oversee all aspects of the Airport's communications and marketing functions, including management of staff and budget, across external and internal communications, public relations, media relations, branding, advertising, and digital media. Ensure all campaigns and communication initiatives consistently promote the Airport's brand and convey key messages supporting the CEO and Executive Team's strategic initiatives and the Authority's mission with measurable results.

Passenger Experience Strategy

- Develop and champion strategies to enhance the passenger and guest experience, collaborating with operational and customer service teams to implement innovative solutions aligned with the CEO and Executive Team's vision for excellence. Drive initiatives aimed at improving customer satisfaction and service excellence.

Stakeholder Engagement, Consensus-Building, and Informed Consent

- Lead broad-based stakeholder engagement efforts to build consensus around the CEO and Executive Team's key initiatives. Work closely with internal stakeholders, airlines, tenants, industry partners, community leaders, and government agencies to align support and informed consent for major projects and ensure stakeholder needs are addressed in strategic plans.

Community & Business Outreach

- Spearhead strategic community engagement and outreach on behalf of the Airport. Identify high-impact community events, industry conferences, and civic forums for CEO and Executive Team participation to increase the Airport's visibility and influence. Cultivate strong relationships with business and civic organizations at local, regional, and state levels to promote the Airport's strategic initiatives and drive regional economic development.

Board and Executive Support

- Coordinate planning for Board of Directors workshops in conjunction with the General Counsel/Chief Legal Officer and the Executive Team. Develop workshop topics and strategically frame discussions to engage the Board on key issues and long-term strategy. Provide support in

preparing briefing materials and presentations for Board meetings, ensuring alignment with the CEO and Executive Team's strategic priorities and effectively communicating the Airport's vision.

Innovation Leadership

- Develop and lead the Airport's internal innovation lab program focused on agile innovation and strategic experimentation. Oversee a dedicated team piloting new ideas and technologies that improve internal processes, enhance customer experience, or generate new business opportunities. Foster a culture of creativity and continuous improvement, positioning the Airport as a leading-edge innovator in the aviation industry.

Cross-Departmental Collaboration

- Facilitate collaboration across all Airport departments to drive the execution of strategic initiatives, operating through influence rather than direct authority. Break down silos and encourage teamwork, ensuring departmental efforts align with enterprise priorities and that communications and marketing strategies integrate across the organization to maximize impact.

Executive Communications & Alignment

- Serve as a high-level advisor and coordinator for executive communications. Work with the CEO and Executive Team to align messaging on key organizational initiatives, ensuring internal and external communications strategically support these objectives. Provide targeted support to the CEO specifically for CEO-focused engagements such as speeches, public appearances, and individual leadership branding.
- Synthesize information and themes from multiple projects and initiatives into clear, actionable insights for the CEO and Executive Team. Prepare talking points, speeches, and presentation materials specifically for the CEO's meetings and events, ensuring consistent messaging aligned with Executive Team priorities, and help drive alignment among senior leadership around top priorities and directives.
- Support organizational change initiatives and ensure clear and consistent messaging throughout the organization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long -term visions for the organization; Committing his/her area of the organization to meeting the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; Identifies cost effective approaches; Demonstrates broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Communication, Marketing or related field.
- Ten (10) years experience in corporate communications, public relations, journalism or related field of which at least five years in advising C-suite executives.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training and experience.
- Must possess a valid, Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Communication, Marketing or related field.
- Demonstrated success in a C-suite or senior executive role, preferably in a fast-paced solutions-oriented environment.
- Proven track record of managing high-profile communications and navigating complex messaging challenges to develop and execute enterprise-wide strategies.
- Bilingual language proficiency.

KNOWLEDGE, SKILLS, AND ABILITIES

KEY ATTRIBUTES:

- Executive Presence – has proven capacity to communicate with, and successfully reach, diverse target audiences. Leads the development and execution of exceptionally persuasive and clear verbal, graphic, and written communications. Outstanding interpersonal skills; demonstrates the highest level of credibility, judgment, honesty, and integrity.
- Results Orientation - identifies and implements initiatives that fulfill HCAA's Vision; embodies commitment to the organizational Mission and Guiding Principles; inspires mission alignment and trust. Solves problems with energy and a positive attitude.
- Collaboration and Influence – actively listens and processes complex information quickly. Persuades leaders both inside and outside of the organization with fact and elegance. Helps Potentially Affected Interests provide informed consent even when Authority initiatives may cause operational, financial or other significant challenges.
- Adaptability and Resilience - Manages and leads change with flexibility and grace.
- Effective Under Pressure - navigates complex situations with clear direction. Responds to evolving circumstances thoughtfully and in a timely manner, delivering high-quality communications while managing competing priorities and tight deadlines.

- Leads organizational response to all crisis communications.

LEADERSHIP DIMENSIONS:

- Verbal, Written and Technology-Based Actions – Seeks and listens for critical thoughts, ideas, and feelings, and technical information in an accurate and concise manner. Tailors delivery method and tone of communication to meet the needs and preferences of the other person and/or audience. Is adept at accessing and appropriately utilizing the Authority's communication, marketing and brand channels.
- Builds Effective Relationships – Establishes enduring and inclusive relationships within the Authority and with all key stakeholders. Commands the respect of employees, his/her peers, customers, and stakeholders. Manages beneficial partnerships in ways that take full advantage of internal and external synergies. Understands the impact of personal behavior on the perceptions of others. Places a high priority on the values of honesty, accountability and integrity.
- Gold Level Customer Service – Communicates a genuine willingness to work positively with all customers and visitors to the airport. Actively listens to their questions and/or concerns. Accurately identifies the service that will meet the customer's needs and wants. Proactively utilizes his/her comprehensive knowledge of the Authority's systems and services to explore options that go beyond the customer's immediate questions or concerns to create an expanded solution to the opportunity.
- Leadership and Engagement – Creates a positive environment and inspires others to buy into the Authority's mission and vision. Recognizes strategic possibilities and aligns the Authority's vision with those options. Clearly articulates the organization's direction by utilizing a variety of communication and marketing channels. Fosters a diverse culture where individual respect and enterprise-wide teamwork thrive. Passionately and convincingly articulates the steps and changes necessary to achieve the Authority's goals. Holds self and all employees accountable for achieving the performance goals.
- Leading and Managing Performance – Establishes clear direction and articulates the vision, priorities, and annual performance objectives. Communicates messages that motivate and inspire others to action. Fosters a work culture where mutual respect and enterprise-wide teamwork thrive. Builds ongoing learning into the Authority that enables the team to realize their full potential. Ensures that the team has accurate and timely feedback and the required resources to ensure successful performance.
- Professionalism- Delivering the Results – Demonstrates a commitment to personal excellence, ethical behavior, and integrity. Seeks out and acts on feedback. Addresses problems and makes appropriate decisions. Exhibits a personal commitment to overcoming obstacles. Demonstrates a commitment to continuous learning. Holds self-accountable for behavior and results.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing up to 6 hours per day

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Operations is responsible for overseeing the day-to-day activities and operations for the Authority, with a primary focus on ensuring safety, security, and customer service excellence for all airport users and guests. This position is pivotal to maintaining and enhancing the customer service experience, achieving all regulatory requirements, and leading the airport through planned and unplanned events and emergencies.
***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Assesses airport operations and identifies areas for continuous improvement.
- Develops, recommends, and implements approved enhancements to facilities to elevate customer service and passenger and airline accommodations.
- Enforces Operational Policies, Procedures, Rules, Regulations, and Operating Directives.
- Recommends and leads changes and additions to procedures to enhance safety, security, and efficiency.
- Creates, coordinates, and enforces operational procedures to ensure compliance with FAA and TSA regulations.
- Prepares and maintains the status of the Authority's Certification Manual and Emergency Response Plan.
- Ensures industry-leading compliance at all times.
- Serves as a liaison to Airline Station Managers and other tenants, understanding their needs and coordinating joint activities for successful outcomes.
- Leads, engages, and supports contracted aircraft rescue and firefighting services with the City of Tampa Fire Department.
- Develops and revises emergency plans in collaboration with external agencies and changes/enhancements to regulation and best practices.
- Acts quickly and decisively in emergencies and unusual situations.
- Leads efforts to ensure the constant readiness of all key stakeholders to emergency events/incidents at the Authority.
- Ensures communication with all partners during normal and abnormal events/incidents at the Authority.

- Acts on behalf of the Executive Vice President of Operations & Customer Service in their absence.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Ten (10) years experience in higher level operations at a medium to large airport, or similar industry.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Operations, Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Continuous hearing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

VICE PRESIDENT OF PLANNING & DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Development Officer, the Vice President of Planning & Development oversees all aspects of the Authority's airport facilities' planning, programming, design, and construction activities. This role advises the Chief Executive Officer on strategic plans for the airport's long-term growth. The position ensures consistency in implementation across all planning and development initiatives, coordinates inter-departmental efforts, and fosters strong customer relations. Additionally, the incumbent maintains regular communication with external consultants to safeguard the Authority's interests.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop comprehensive forecasts for airport activity and facility requirements, utilizing data analytics and trend analysis to anticipate future needs and ensure sustainable growth.
- Strategically define and prioritize airport development projects, conducting thorough system planning to align with long-term goals while effectively managing budgets and resource allocations.
- Lead environmental assessments and special studies to evaluate the impact of proposed airport developments, ensuring that sustainability and compliance with regulatory standards are central to decision-making processes.
- Prepare, review, and enforce planning, architectural, engineering, and construction contracts, ensuring alignment with the Authority's long-term vision and adherence to quality standards and regulations.
- Implement robust project management practices to monitor development schedules, ensuring timely execution of plans while adapting to evolving operational and regulatory requirements.
- Facilitate coordination with tenants, external stakeholders, and community partners to align development plans with broader regional goals and stakeholder interests, fostering collaboration and support for projects.
- Provides strategic leadership and oversight to Authority staff and consultants in the execution of Master Plan updates, while driving initiatives in sustainability, resilience, and environmental stewardship to align with organizational goals and vision.
- Ensure that all planning, design, and construction activities are compliant with approved plans, specifications, and regulatory frameworks, mitigating risks and enhancing project viability.

- Effectively implement the Authority's Height Zoning Ordinance, ensuring that airport development aligns with safety standards and community planning objectives while accommodating future expansions.
- Strategically manage federal and state grant and loan assistance programs, leveraging funding opportunities to support innovative airport development initiatives that align with long-term objectives.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Ten (10) years experience at higher level responsibilities in the areas of major airport planning, design, and construction.
- Five (5) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport planning principles, including forecasting activity, facility requirements, system planning, and master planning.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF PROCUREMENT

GENERAL DESCRIPTION

Under the general direction of Chief Financial Officer, the Vice President of Procurement acts as the Chief Procurement Officer for the Authority and is responsible for all direct and indirect procurement and supply chain management, including inventory and warehousing. This position provides leadership, direction, and strategic vision in the development of the procurement process, assist with developmental specifications and scopes of work, select an appropriate method of procurement and contract type, negotiate contracts and assembly of contracts or agreements, and award recommendations for submittal to the Board of Directors.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and executes the overall procurement strategy to align with organizational goals and objectives.
- Collaborates with internal stakeholders, including Finance, Operations, and Legal Affairs departments to align procurement activities with organizational needs.
- Prepares and presents procurement reports to senior management and stakeholders.
- Ensures compliance with all federal, state, and local procurement requirements in selecting contractors, concessionaires, consultants, and individuals providing goods or services to the Authority.
- Develops and implements purchasing and contract management instructions, policies, and procedures.
- Develops and manages the procurement budget, monitoring expenditures and ensuring adherence to financial goals.
- Resolves vendor or contractor grievances and claims against suppliers.
- Directs activities of personnel engaged in buying, selling, and distributing materials, equipment, equipment, and supplies.
- Represents the Authority at industry events and forums to enhance its visibility and network within the procurement community.

- Leads or provides guidance on initiatives aimed at continuous improvement in procurement practices and performance.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Finance, Construction, or related field.
- Ten (10) years experience in purchasing, contracts management, and competitive procurement processes, of which at least seven (7) years in public (government) purchasing.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Certified Public Purchasing Officer (CPPO).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Finance, Construction, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Quality Public Procurement Department (QPPD), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Experience in utilizing automated procurement systems.
- Certified Professional in Supply Management (CPSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing, supply chain management, and procurement within a public agency.
- Knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices in public agencies.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

- Continuous use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF PUBLIC SAFETY & SECURITY

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Public Safety and Security serves as the chief law enforcement officer for the Authority, ensuring the safety and security of all individuals and property at Tampa International Airport. This role encompasses the enforcement of laws and regulations, as well as the overall leadership and administration of the Airport Public Safety and Security Department. The incumbent coordinates law enforcement and security activities with tenants, external agencies, and the Federal Transportation Security Administration (TSA) to maintain a secure environment. Additionally, they prepare and update the Master Airport Security Plan and remain informed on evolving federal and state regulations to ensure proper enforcement. As a key member of the Authority's leadership group, the Vice President actively engages with various stakeholders to promote effective safety and security measures throughout the airport.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Plans, coordinates, directs, and supervise the activities of Authority personnel engaged in Airport Operations Center, Security Administration, police and traffic programs to ensure that laws and regulations are enforced for the protection of people and property at the airport.
- Creates and maintains a strong sense of public service and customer relations to ensure that the public's needs for information, assistance, and counseling are met in a prompt and courteous manner.
- Implements and monitors the Federal Transportation Security Administration's procedures to ensure airport compliance with TSA requirements associated with law enforcement activities and to participate in the Joint Terrorism Task Force.
- Prepares annual budget for the Public Safety and Security Department.

- Reviews and updates Public Safety and Security Department policies and procedures to ensure that they remain current.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Law Enforcement, Criminal Justice, Public Administration or related field.
- Ten (10) years of experience in management and administrative level of law enforcement.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission (CJSTC) as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Knowledge of court procedures.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting

- Frequent typing
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Real Estate is responsible for developing and executing a strategic vision for the leadership, management, and development of the Authority's real estate portfolio, and oversees all passenger and cargo, airline-related leases, contracts and agreements. The Vice President of Real Estate builds and proactively maintains the Authority's relationships with key external partners, including airlines, aeronautical lessees, and commercial tenants. This position oversees the administration and maintenance of the Authority's comprehensive real estate database and works closely with the Authority's Finance and Legal Affairs departments to ensure appropriate billing and contract compliance for airline and associated leases and agreements. This position also assists in the preparation of airline revenue forecasts for incorporation into annual budgets and amendments.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary liaison and relationship manager for all airlines' corporate Airport Affairs departments, ensuring long-term airline partnerships that foster growth.
- Develops and executes the Authority's real estate strategy including land acquisition and disposition, commercial development, property management, and asset activation, with focus on optimizing revenue generation and long-term revenue stabilization.
- Leads cross-functional teams to plan, negotiate, and execute complex real estate transactions, public-private partnerships, and infrastructure projects aligned with strategic Authority objectives
- Actively engages in the development and implementation of the Authority's Capital Development Program through active engagement in the design, review, and development process.
- Oversees coordination of the contracts and processes involved in introducing new entrant air carriers into the Authority's market, including identifying appropriate gates and other facilities; and coordinating with the airlines and internal and external stakeholders to ensure that startup operations are organized, well-managed and efficient.
- Manages compliance by airport tenants in accordance with their leases and agreements, and routine monitoring of tenant operations to ensure quality and level of service, and for the timely and accurate updates to the department's lease management and billing system.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Business or Public Administration, Contracts/Property Management, or related field.
- Ten (10) years experience in airport/airline and real estate contracts and property management which must include work performed at a medium or large hub airport or with an airline in its properties division.
- Five (5) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business or Public Administration, Contracts/Property Management, or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport property management principles, including land acquisition, commercial development, and property management strategies to optimize revenue generation.
- Knowledge real estate contracts and agreements, ensuring compliance with federal, state, and local regulations while mitigating risks.
- Knowledge of financial forecasting and budgeting processes, particularly in relation to airline revenue, to contribute to the Authority's annual budgets and amendments.
- Knowledge of regulatory compliance requirements for airport operations and real estate agreements.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VISUAL COMMUNICATIONS DESIGNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Visual Communications Designer is responsible for creating visually compelling designs that meet needs while aligning with the Authority's brand standards. This role requires a deep understanding of the design process, from conceptualization to execution, across a variety of projects such as websites, advertising materials, posters, exhibitions, and corporate communications. The designer blends creativity with technical expertise and maintains a professional approach to project management, ensuring high-quality outcomes that enhance the Authority's visibility and effectiveness in community engagement.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Works with internal and external stakeholders to create new and original print, web, and multimedia designs based on client specifications, and needs.
- Advises the Authority on strategies to reach a particular audience.
- Creates and maintains files for all creative assets and resources, such as software, art materials, and special fonts, as required for record keeping and referencing.
- Assists in the management of production for all pieces from conception to completion.
- Produces and manages print-ready files for use in production as required, including correct file formatting, trim and bleed marks, etc.
- Serves as a reserve photographer and supports videography efforts.
- Supports social media efforts and campaigns with images and/or video.
- Seeks out new products and maintains cutting-edge industry knowledge.
- Assists with other functions of the Marketing & Communications team as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Graphic Design, Communications, or related field.
- Three (3) years experience in an in-house creative department or design firm.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of brand management principles and practices, ensuring effective development and maintenance of the Authority's brand identity across various platforms.
- Knowledge of design software and tools, including Adobe Creative Suite, to oversee the production of high-quality visual communications and marketing materials.
- Knowledge of the print and digital graphic production process.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

WILDLIFE PROGRAM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Wildlife Program Manager is responsible for implementing and managing Wildlife Hazard Management Programs for the Authority. This position handles wildlife transports them when necessary and provides training on wildlife management techniques and regulations to Authority personnel. The Wildlife Programs Manager is an integral part of the Airport Operations team, overseeing the day-to-day implementation of wildlife management programs across multiple airport facilities.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Conducts or oversees Federal Aviation Administration (FAA) compliant Wildlife Hazard Assessments, Wildlife Hazard Site Visits, and continual wildlife.
- Develops and updates Wildlife Hazard Management Plans, ensuring compliance with relevant federal and state wildlife regulations.
- Maintains all necessary permits and completes required reporting for wildlife control activities.
- Coordinates and collaborates with internal departments, external agencies, and airport tenants to align wildlife program initiatives and ensure effective wildlife management.
- Conducts wildlife surveys, harassment, and control measures, including trapping, relocation, and, when necessary, lethal removal.
- Delivers training sessions to airport personnel on wildlife management techniques, regulations, and best practices.
- Performs daily airfield wildlife inspections, documenting findings and taking necessary actions to mitigate wildlife hazards.
- Coordinates the mitigation or elimination of hazardous wildlife habitats on airport property and surrounding areas.
- Deploys and monitors wildlife containment or dispersal equipment, ensuring proper maintenance and functionality.
- Disperses wildlife hazards using approved methods such as vehicles, pyrotechnics, or other appropriate techniques.

- Investigates and collects data on aircraft wildlife strikes, contributing to understanding wildlife-related risks.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Biology, Environmental Science, or related field.
- Three (3) years of progressive experience implementing wildlife control programs, wildlife hazard assessments, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Regulations (FAR) Part 139, FAA Advisory Circulars, FAA CertAlerts, and State of Florida Regulations related to Wildlife Management.
- Knowledge of wildlife hazard management principles and practices applicable to airport environments.
- Knowledge of wildlife and natural resource rules and regulations on a local, state, and federal level, including the National Environmental Policy Act (NEPA).
- Ability to trap, haze, depredate, and euthanize wildlife as approved by permit or regulation.

- Ability to use firearms in accordance with the Authority's Wildlife Hazard Management Plan.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing
- Continuous typing
- Very frequent exposure to extreme weather
- Frequent exposure to excessive noise
- Very frequent use of car/light truck
- Frequent use of firearms

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCE REVENUE & CONTRACT ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Director of Financial Planning & Reporting, the Finance Revenue & Contract Administrator manages the billing rule function for the Authority, which entails translating terms/conditions of revenue contracts into the framework for an invoice. This position performs duties analyzing and developing improved managerial policies, practices, methods, procedures, and organizational structures. The Finance Revenue & Contract Administrator provides technical and professional assistance to departments and agencies by reviewing and independently analyzing complex organizational structures, procedures, and existing programs to identify areas where corrective action should be implemented.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the authority's billing rule function, which entails translating the terms/conditions of revenue contracts into invoice framework.
- Supports the revenue contract managers in ensuring that all contractual obligations are met and that all billing information is up-to-date with the latest drawings/space usage.
- Independently tracks contract expiration, renewals, and amendments to ensure that the contract managers are appropriately adhering to board-approved contract terms.
- Analyzes sales performance and investigates any variance between expected performance and actual performance. Ensures that revenue recognition is in line with the reported sales activities.
- Tracks surety/payment security requirements for Concessions departments.
- Records and reconciles public parking-book parking, ground transportation per-trip fee, and badging office activities.
- Provides support for all credit card processing revenue streams (online payments, badging, pre-book parking, ground transportation), including management of customer disputes, chargebacks, refunds.
- Manages all state sales tax and communication-related tax reporting and compliance.
- Manages contract-related GASB87 compliance, including contract oversight and tracking in support of the Authority’s annual external audit.
- Manages retiree billing administration and oversight supporting the Authority’s Human Resources department, including working with retirees on payment issues, questions, and various support.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Four (4) years of experience in accounting, bookkeeping or financial record keeping.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge in managing and working within large-scale financial ERP systems
- Ability to analyze accounting and fiscal data.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCIAL ANALYSIS AND REPORTING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Financial Planning & Reporting, the Finance Analysis and Reporting Manager is responsible for managing, planning, organizing, and directing aspects of the financial planning and budgeting activities for the Authority. Includes the oversight and management of the calculation of airline rates and charges and assistance with the completion of the annual operating budget, budget amendments and business plans. This position develops and provides input and recommendations to management regarding components of the budgeting and financial planning activities. The Finance Analysis and Reporting Manager provides expertise, leadership, and guidance to the Authority's staff, overseeing the development and implementation of interpreting, enforcing, and explaining the budget process, budget policies, and procedures, reviewing, analyzing, and developing recommendations regarding budget requests and other issues. The Finance Analysis and Reporting Manager will need to exercise considerable independent judgment in interpreting technical aspects of the budget process and strategic planning processes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs budgeted, business plan and actual calculations of rates and charges to the signatory airlines, determines and establishes airline agreement rates and charges for all airlines.
- Recommends adjustment to current rates and charges during the fiscal year based on operating results and levels of airline activities.
- Provide recommendations to management regarding the methodology of calculating rates and charges based on the interpretation of the airline lease agreement.
- Manages budgeting scenarios regarding all elements of the budgeting process.
- Researches and prepares data for the budgeted business plan and actual rates and charges to the signatory airlines, including space, activity, and expense and revenue summaries.
- Coordinates the presentation of budgets and other information to the airlines and prepares budget-related documents for presentation to the Authority's Board.
- Oversees the monthly reporting management reporting process, including oversight of proper revenue & expense accounting to ensure accurate annual rates and charges calculations.
- Oversees compliance with ongoing reporting and continuing disclosure requirements.
- Manages preparation of the financial section of the 20-year business plan.
- Review, monitor, and prepare reports for the ASIP and CFC programs.

- Supports Authority's Business Intelligence and Analytics development and roll-out.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Three (3) years of experience in accounting, bookkeeping or financial record keeping in a centralized accounting office with a direct impact on the general ledger or sub-ledgers.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERED QUALIFICATIONS

- Master's Degree in Accounting, Finance, or related field.
- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of budget development processes.

- Skilled in conducting financial calculations for budgeted, business plans, and actual rates and charges, with the ability to analyze operating performance and airline activity to recommend rate adjustments.
- Ability to direct the preparation of multi-year cash flow projections and manage financial aspects of long-term business plans, ensuring informed investment timing and maturity decisions.
- Skills to provide guidance on budget procedures, airline agreement modifications, labor allocation, and financing arrangements in response to changing business conditions.
- Knowledge of regulatory requirements, including the filing of IRS Form 8038 and compliance with bond issuance protocols.
- Ability to address financial issues and develop feasible solutions, particularly in capital development cash flow needs and investment strategies.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Information Security Architect I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of the Information Security Office, the Information Security Architect I is responsible for leading key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a deep understanding of current and emerging vulnerabilities and threats in the security industry, as well as critical business and technological processes. The Information Security Architect I performs essential client-facing managed security services activities. Additionally, this position entails conducting thorough investigations and analyzing events to thwart internal and external threats to the organization's environment while mentoring junior analysts and contributing to the development of security policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Strategic Planning:** Developing and implementing the organization's information security strategy, policies, and procedures to align with business objectives and regulatory requirements.
- **Risk Management:** Conducting comprehensive risk assessments and threat modeling to identify vulnerabilities, assess risks, and recommend appropriate mitigation strategies.
- **Incident Response Leadership:** Leading and coordinating incident response efforts, including managing security breaches, conducting forensic investigations, and reporting findings to senior management.
- **Security Architecture Design:** Designing and implementing security architecture for systems, networks, and applications, ensuring that security best practices are integrated into the technology infrastructure.
- **Compliance Management:** Ensuring compliance with relevant regulations, industry standards, and best practices (e.g., GDPR, HIPAA, PCI-DSS) through audits, assessments, and continuous monitoring.
- **Security Awareness and Training Programs:** Developing and overseeing security awareness training programs for employees to foster a culture of security within the organization.
- **Vendor Management:** Evaluating and managing third-party vendors and service providers to ensure they meet the organization's security requirements and standards.

- **Advanced Threat Analysis:** Analyzing and responding to advanced persistent threats (APTs) and other sophisticated cyber threats, leveraging threat intelligence to inform security practices.
- **Collaboration with Stakeholders:** Working closely with other IT and business units to ensure security measures are effectively integrated and aligned with organizational goals.
- **Security Tool Implementation and Management:** Selecting, implementing, and managing security tools and technologies, such as firewalls, intrusion detection systems, and endpoint protection solutions.
- **Reporting and Documentation:** Preparing detailed reports on security incidents, risk assessments, and compliance status for executive leadership and regulatory bodies.
- **Contract Language Review:** Review Authority contracts (per requests from Procurement) for specific language dealing with cyber issues, and provide input as needed to ensure cyber risks are addressed in contracts. Consideration should also be given to related compliance standards or requirements.
- **Software and Hardware Review:** per requests received, review proposed software and hardware additions to identify and assess any cyber risks, and provide feedback on those products and related vendors to the requesting department. Consideration should also be given to related compliance standards or requirements.
- **Continuous Improvement:** Staying current with the latest security trends, vulnerabilities, and technologies, and continuously improving security practices and policies based on evolving threats.
- **Mentorship and Training:** Providing guidance, mentorship, and training to junior security staff and analysts, helping to develop their skills and knowledge in information security.
- Must be able to participate in an on-call rotation or be on-call.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

Associate's Degree, or equivalent experience. Five (5) years of experience identifying and analyzing information security threats.

- More than one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, EC-Council, (ISC)2, ISACA, CSA, SANS or CompTIA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Must pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.
- CompTIA Cybersecurity Analyst (CySA+)
- Bachelor's degreee

KNOWLEDGE, SKILLS, AND ABILITIES

- **Advanced Information Security Concepts**: In-depth understanding of security principles, frameworks, and best practices (e.g., CIS, NIST, ISO 27001).
- **Risk Management**: Extensive knowledge of risk assessment methodologies, threat modeling, and risk mitigation strategies.
- **Network Security**: Proficient in the design and implementation of secure network architectures, including firewalls, VPNs, and IDS/IPS.
- **Incident Response and Management**: Familiarity with incident response frameworks and procedures, including preparation, detection, containment, eradication, and recovery.
- **Compliance and Regulatory Requirements**: Comprehensive understanding of laws, regulations, and standards affecting information security (e.g., PCI DSS, CJIS, TSA Amendments specific to airports, Data Privacy regulations, GDPR, HIPAA, PCI DSS).
- **Security Technologies**: Knowledge of security tools and technologies, including SIEM, endpoint protection, vulnerability management, and encryption methods.
- **Threat Intelligence**: Understanding of threat intelligence concepts, including sources, analysis, and application in security operations.
- **Technical Proficiency**: Strong skills in security tools, programming/scripting (e.g., Python, PowerShell), and security testing methodologies.

- **Analytical Skills**: Ability to analyze complex security issues, identify vulnerabilities, and recommend solutions.
- **Project Management**: Skills in managing security projects, including planning, execution, and monitoring of security initiatives.
- **Communication Skills**: Excellent verbal and written communication skills for reporting findings, presenting to stakeholders, and educating staff on security practices.
- **Problem-Solving**: Strong troubleshooting skills to address security incidents and technical challenges effectively.
- **Team Leadership**: Ability to lead and mentor junior analysts and collaborate with cross-functional teams.
- **Strategic Thinking**: Ability to develop and implement long-term security strategies aligned with organizational goals.
- **Continuous Learning**: Commitment to staying updated on emerging threats, technologies, and industry trends through ongoing education and professional development.
- **Adaptability**: Ability to adapt to rapidly changing security landscapes and organizational needs.
- **Ethical Judgment**: Strong sense of ethics and integrity in handling sensitive information and security matters.
- **Attention to Detail**: Meticulousness in analyzing data, logs, and reports to identify potential security threats and ensure compliance.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Information Security Architect II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of the Information Security Office, the Information Security Architect II is responsible for leading key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a deep understanding of current and emerging vulnerabilities and threats in the security industry, as well as critical business and technological processes. The Information Security Architect II performs essential client-facing managed security services activities. Additionally, this position entails conducting thorough investigations and analyzing events to thwart internal and external threats to the organization's environment while mentoring junior analysts and contributing to the development of security policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Strategic Planning**: Developing and implementing the organization's information security strategy, policies, and procedures to align with business objectives and regulatory requirements.
- **Risk Management:** Conducting comprehensive risk assessments and threat modeling to identify vulnerabilities, assess risks, and recommend appropriate mitigation strategies.
- **Incident Response Leadership:** Leading and coordinating incident response efforts, including managing security breaches, conducting forensic investigations, and reporting findings to senior management.
- **Security Architecture Design:** Designing and implementing security architecture for systems, networks, and applications, ensuring that security best practices are integrated into the technology infrastructure.
- **Compliance Management:** Ensuring compliance with relevant regulations, industry standards, and best practices (e.g., GDPR, HIPAA, PCI-DSS) through audits, assessments, and continuous monitoring.
- **Security Awareness and Training Programs:** Developing and overseeing security awareness training programs for employees to foster a culture of security within the organization.
- **Vendor Management:** Evaluating and managing third-party vendors and service providers to ensure they meet the organization's security requirements and standards.

- **Advanced Threat Analysis:** Analyzing and responding to advanced persistent threats (APTs) and other sophisticated cyber threats, leveraging threat intelligence to inform security practices.
- **Collaboration with Stakeholders:** Working closely with other IT and business units to ensure security measures are effectively integrated and aligned with organizational goals.
- **Security Tool Implementation and Management:** Selecting, implementing, and managing security tools and technologies, such as firewalls, intrusion detection systems, and endpoint protection solutions.
- **Reporting and Documentation:** Preparing detailed reports on security incidents, risk assessments, and compliance status for executive leadership and regulatory bodies.
- **Contract Language Review:** Review Authority contracts (per requests from Procurement) for specific language dealing with cyber issues, and provide input as needed to ensure cyber risks are addressed in contracts. Consideration should also be given to related compliance standards or requirements.
- **Software and Hardware Review:** per requests received, review proposed software and hardware additions to identify and assess any cyber risks, and provide feedback on those products and related vendors to the requesting department. Consideration should also be given to related compliance standards or requirements.
- **Continuous Improvement:** Staying current with the latest security trends, vulnerabilities, and technologies, and continuously improving security practices and policies based on evolving threats.
- Mentorship and Training: Providing guidance, mentorship, and training to junior security staff and analysts, helping to develop their skills and knowledge in information security.
- Must be able to participate in an on-call rotation or be on-call.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree, or equivalent experience five (5) years of experience identifying and analyzing information security threats.
- More than one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, EC-Council, (ISC)2, ISACA, CSA, SANS or CompTIA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Must pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.
- CompTIA Cybersecurity Analyst (CySA+)
- Bachelor's degree

KNOWLEDGE, SKILLS, AND ABILITIES

- **Advanced Information Security Concepts**: In-depth understanding of security principles, frameworks, and best practices (e.g., CIS, NIST, ISO 27001).
- **Risk Management**: Extensive knowledge of risk assessment methodologies, threat modeling, and risk mitigation strategies.
- **Network Security**: Proficient in the design and implementation of secure network architectures, including firewalls, VPNs, and IDS/IPS.
- **Incident Response and Management**: Familiarity with incident response frameworks and procedures, including preparation, detection, containment, eradication, and recovery.
- **Compliance and Regulatory Requirements**: Comprehensive understanding of laws, regulations, and standards affecting information security (e.g., PCI DSS, CJIS, TSA Amendments specific to airports, Data Privacy regulations, GDPR, HIPAA, PCI DSS).
- **Security Technologies**: Knowledge of security tools and technologies, including SIEM, endpoint protection, vulnerability management, and encryption methods.
- **Threat Intelligence**: Understanding of threat intelligence concepts, including sources, analysis, and application in security operations.
- **Technical Proficiency**: Strong skills in security tools, programming/scripting (e.g., Python, PowerShell), and security testing methodologies.
- **Analytical Skills**: Ability to analyze complex security issues, identify vulnerabilities, and recommend solutions.

- **Project Management**: Skills in managing security projects, including planning, execution, and monitoring of security initiatives.
- **Communication Skills**: Excellent verbal and written communication skills for reporting findings, presenting to stakeholders, and educating staff on security practices.
- **Problem-Solving**: Strong troubleshooting skills to address security incidents and technical challenges effectively.
- **Team Leadership**: Ability to lead and mentor junior analysts and collaborate with cross-functional teams.
- **Strategic Thinking**: Ability to develop and implement long-term security strategies aligned with organizational goals.
- **Continuous Learning**: Commitment to staying updated on emerging threats, technologies, and industry trends through ongoing education and professional development.
- **Adaptability**: Ability to adapt to rapidly changing security landscapes and organizational needs.
- **Ethical Judgment**: Strong sense of ethics and integrity in handling sensitive information and security matters.
- **Attention to Detail**: Meticulousness in analyzing data, logs, and reports to identify potential security threats and ensure compliance.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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LEAD CLIENT AND FIELD SERVICES

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client and Field Services, the Lead Client and Field Services is responsible for providing advanced technical support for hardware and software services to the Authority. This role requires the ability to independently resolve complex work problems across various areas, including service desk support, printer support, desktop and peripheral support, mobile device support, application support, and network support; actively engaging in hands-on tasks when required. The Lead Client and Field Services will guide the other team members daily, fostering a collaborative environment while encouraging creative and original thinking.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides tactical day-to-day leadership as well as mentors and guides junior staff members, providing support and knowledge to enhance their technical skills and performance.
- Assists in the development and implementation of best practices and standard operating procedures for technical support.
- Responsible for assisting in designing and configuring technology endpoints to adhere to industry security best practices and regulatory requirements, ensuring the protection of organizational data and systems against potential threats
- Creates and updates comprehensive documentation for endpoint architecture, configurations, and procedures to ensure clarity, consistency, and effective knowledge transfer within the team.
- Works closely with other ITS teams and departments to align endpoint solutions with organizational goals, ensuring seamless integration of products and services with existing systems and applications.
- Oversees relationships with endpoint equipment vendors and service providers, ensuring that contractual obligations are met and that the organization benefits from optimal support and service delivery.
- Responsible for assisting in the development and management of the budget for team projects and operational expenses, ensuring effective allocation of resources while continuously evaluating expenditures to identify cost-saving opportunities and maintain financial accountability.

- Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.
- Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.
- Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.
- Conduct user training and orientation sessions to promote IT best practices and enhance end-user productivity.
- Collaborate with IT colleagues to identify recurring issues and implement proactive solutions to prevent future incidents.
- Supports organizational change that fosters a quality of service essential to high performance.
- Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.
- Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.
- Serves as the point of contact for internal users seeking technical assistance via phone, email, or in person.
- Performs remote troubleshooting through diagnostic techniques and pertinent questions.
- Determines the best course of action to resolve the user's issue.
- Escalates complex or unresolved issues to the appropriate IT teams for further investigation and resolution to ensure user satisfaction.
- Follows up and updates the user on the status of issues.
- Documents all support interactions and resolutions in the IT ticketing system, ensuring thorough and accurate record-keeping for future reference.
- Provide support for devices, including desktops, laptops, peripherals, smartphones, and tablets, by configuring, troubleshooting, and resolving issues related to operating systems and applications.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.

- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Four (4) or more of the following: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Proficiency in diagnosing and resolving issues related to desktops, laptops, printers, mobile devices, and other peripherals, ensuring efficient operation and minimal downtime.
- Experience with remote support tools and software (e.g., Dameware, Remote Desktop) to assist users effectively and troubleshoot issues without requiring on-site visits.
- Knowledge of ITIL principles and best practices to effectively manage incidents, service requests, and changes within the IT environment, enhancing service delivery.
- Capability to train and mentor junior support staff, fostering a culture of continuous learning and improvement within the Service Desk and Desktop support teams.
- Demonstrates advanced ability to guide and mentor peers toward professional success.
- Demonstrates advanced skills in applying new technologies, soft skills and procedures.
- Demonstrates advanced ability to guide and mentor peers and teammates toward professional success; work within teams to achieve success with others
- Demonstrates intermediate ability to prepare and deliver effective section-level presentations at various levels.
- Demonstrates advanced intermediate ability to stay up-to-date on emerging technologies and industry best practices to continuously improve service delivery and support effectiveness.

- Demonstrates advanced intermediate knowledge in at least one of the departmental section disciplines: network management, desktop management, mobile device management, server management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.
- Demonstrates advanced intermediate technical support that fosters commitment, team spirit, pride, and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.
- Demonstrates advanced intermediate skills in managing personal daily activities and tasks for self.
- Demonstrates advanced intermediate skills in the use and application of reference materials to support the resolution of basic and intermediate desktop issues.
- Demonstrates advanced intermediate ability to mentor teammates; work within teams to achieve success with others
- Demonstrates advanced intermediate ability to use diplomacy in dealing with difficult customers and delivery of services.
- Demonstrates advanced intermediate ability to communicate effectively, both verbally and in writing, with tact, patience, and courtesy with peers and others at all levels of the organization.
- Demonstrates advanced intermediate ability to develop relevant job-related skill(s) for current role.
- Demonstrates advanced intermediate ability to understand and follow specific instructions, priorities, policies, and procedures.
- Demonstrates advanced intermediate ability to collect, organize, and evaluate data and make logical decisions.
- Demonstrates advanced intermediate ability to understand and troubleshoot the currently supported Microsoft Office products and Windows operating systems.
- Demonstrates advanced ability to communicate effectively orally and in writing.
- Demonstrates advanced ability to establish and maintain effective working relationships with others within and outside the Authority.
- Demonstrates advanced ability to handle restricted, sensitive, and confidential information.
- Demonstrates advanced ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 8 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Work in confined or restricted areas, such as server rooms or under desks, for installation and troubleshooting tasks
- Adequate vision to read technical manuals, schematics, and monitor displays, as well as to identify physical network components and cabling.
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MAINTENANCE DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Maintenance Duty Manager (MDM) ensures optimal maintenance and upkeep of airport facilities, systems, and equipment in accordance with industry standards. This role focuses on exceeding customer expectations in terms of safety, security, aesthetics, and reliability across various airport infrastructures, including terminal buildings, roadways, airfield pavements, and parking facilities. The Maintenance Duty Manager leads Maintenance Department activities and serves the primary point of contact for emergency situations and managing maintenance contracts.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Acts as a resource for employees and construction subcontractors, providing guidance to minimize incidents and exposures.
- Represents the Maintenance Department during off-hours, weekends, and holidays to coordinate with relevant airport departments.
- Provides consistent leadership and decision-making support for shift personnel to ensure smooth operations.
- Serves as the departmental liaison during Automated People Mover (APM) outages, coordinating response and recovery efforts.
- Conducts inspections for Quality Control/Quality Assurance of facilities and equipment to ensure compliance with standards.
- Determines service needs and assess personnel/vendor requirements for maintenance tasks and projects.
- Manages, coordinates, and monitors contractor performance for assigned contracts to ensure quality and compliance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Three (3) years experience in managing operations at an airport, or in a comparable industry of similar size.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of facility management principles and practices, particularly in the context of airport operations.
- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.

- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing & walking.
- Frequent sitting.
- Occasional lifting up to 50 Ibs.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Frequent exposure to extreme weather, noxious fumes, chemicals, & insects.
- Navigate frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Frequent use of car/ light truck
- Frequent heavy equipment & power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PLANT OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Senior Manager of Plant Operations ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, convenience, reliability, and value. This position oversees the HVAC, Electrical, Projects and Energy Management sections, managing the activities and personnel involved in maintaining critical systems such as mechanical, electrical, and airfield lighting. The Senior Manager also ensures that the maintenance staff contributes to capital project development by providing insights on life cycle costs, maintainability, and reliability.

The Senior Manager is also tasked with representing the interest of Plant Operations in the design and construction of new airport facilities, as well as managing the technical contracts that support the division's operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Procures specialty maintenance services and systems, including the development of specifications to meet operational needs.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.

- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Creates, implements, and monitors project management plans, including specification development, for various maintenance and construction projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR MANAGER OF SAFETY

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Records Compliance, the Senior Manager of Safety manages multiple disciplines within the safety realm and will ultimately be responsible for wholistic Airport Safety. This role is a combination of balancing Part 139 regulations and occupational health and safety standards campus wide.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide oversight and strategic direction for incident and exposure management programs, ensuring timely and effective response and resolution.
- Lead the development, review, and implementation of comprehensive safety training programs across the organization, ensuring alignment with best practices and regulatory standards.
- Oversee maintenance of accurate and auditable safety records IAW Part 139 regulations.
- Partner with enterprise risk management to assist in the incident/accident cycle as it pertains to the Return- to-Work program.
- Evaluate and advise on gaps, risks, and enhancement opportunities within the Airport Safety Program, driving program evolution to meet emerging challenges and regulatory changes.
- Build a team of experts who specialize in SMS, OSHA, and construction safety regulations applicable to contractors.
- Direct and approve comprehensive onsite compliance audits, ensuring regulatory adherence and mitigating risk.
- Operate with broad autonomy, independently developing innovative solutions to complex safety challenges while aligning with organizational goals and risk management strategies.
- Lead comprehensive hazard assessments to establish and enforce robust workplace safety standards that proactively prevent occupational illnesses/injuries and asset damage.
- Direct identification, prioritization, and remediation of hazardous conditions, ensuring corrective actions are implemented effectively and verified for sustained safety improvements.
- Lead thorough investigations of work-related incidents and accidents, coordinating data collection, analysis, and reporting in accordance with company policies and federal, state, and local regulations.

- Approve and oversee training for high-risk operations (e.g., confined space, working at heights), ensuring adherence to safety protocols and industry best practices.
- Oversee industrial hygiene programs and implement control measures to safeguard employee health.
- Serve as the organization's primary liaison during Part 139 inspections, facilitating walkthroughs and ensuring timely resolution of identified issues.
- Lead investigations into incidents causing property damage or injury, determining root causes and recommending strategic interventions—including procedural changes or specialized equipment procurement—to prevent recurrence.
- Advise senior leadership in applicable departments on emerging risks or unique safety challenges that could result in significant operational or financial impacts, proactively shaping risk mitigation strategies.
- Schedule, lead, and facilitate safety committee meetings spanning all internal departments and external tenants.
- Direct evaluation of safety program effectiveness, including cost-benefit analyses, to inform strategic resource allocation and program enhancements.
- Establish specifications and lead the procurement process for new or upgraded safety equipment, ensuring alignment with evolving operational needs and industry standards.
- Maintain strategic relationships with local, state, and national safety organizations, leveraging insights and innovations to continuously advance the company's safety initiatives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Risk Management, Aviation Safety, Industrial hygiene, Industrial Safety, or related field.
- Six (6) years aviation safety related experience.
- Three (3) years of supervisory experience.
- Experience in regulatory compliance with federal agencies.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certifications in Risk Manager, OSHA 10/30, or ACE SMS

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance coverage requirements, including property, automobile, liability, and workers' compensation claims, ensuring compliance with regulatory standards.
- Knowledge of risk management principles and practices, including loss prevention strategies and safety compliance requirements such as OSHA and SMS standards.
- Ability to develop, manage and conduct safety training presentations.
- Proficient in Microsoft Word, Excel, Outlook, and Power Point.
- Ability to compile data and generate visual presentations (graphs/charts).
- Considerable knowledge of designing, implementing, and sustaining a Safety Management System.
- Considerable knowledge of loss prevention practices, procedures, and techniques used in varied employment situations and equipment operations.
- Considerable knowledge of standard safety equipment and safe driving methods applicable to varied types of vehicle operations and work areas.
- Knowledge of accident prevention records, statistical measurements of accident frequency, severity.
- Ability to detect hazardous working conditions in varied work environments and equipment operations.

- Ability to supervise and mentor subordinate employees, promoting professional development and maintaining a high standard of performance within the team.
- Ability to develop and implement policies and procedures that guide the Authority's risk management and claims processes effectively.
- Skill in preparing and presenting detailed reports to senior management regarding claims status, risk exposure, and recommendations for improvement.
- Ability to stay current with industry trends, legal changes, and best practices related to risk management and claims processing.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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SOFTWARE ENGINEERING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Application Services, the Software Engineering Manager leads and oversees a team of software developers responsible for designing, developing, implementing, and supporting high-quality software solutions that drive business value for the Authority. This dynamic leadership role combines technical expertise with strategic vision to manage the full software development lifecycle across multiple domains, including ERP, Databases, Integrations and Application development data analytics, APIs, and cloud services.

The Software Engineering Manager establishes technical standards and best practices, guides architecture decisions, and fosters a culture of innovation and continuous improvement within the development team. They translate business requirements into technical solutions, prioritize development initiatives, and ensure deliverables meet quality standards on time and within budget. This position serves as a critical bridge between technical teams and business stakeholders, effectively communicating complex technical concepts while understanding business objectives to deliver solutions that address organizational needs.

Additionally, this role includes overseeing data migrations, third-party integrations, and cloud application configurations while ensuring all development follows established security, compliance, and change management protocols. The Software Engineering Manager mentors and develops technical talent, promotes collaboration across teams, and stays current with emerging technologies to position the Authority for future growth and digital transformation.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Organizes and leads workshops, seminars, and hackathons to promote knowledge sharing and encourage the adoption of new technologies and techniques within the development team.
- Monitors the performance of applications post-implementation to identify areas for enhancement and ensure ongoing system efficiency.
- Collaborates with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables meet organizational needs.
- Ensures that business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and manages risks associated with application development projects, implementing mitigation strategies to minimize impact on project timelines and outcomes.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.

- Five (5) years of experience in application development and quality assurance testing, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- At least one advanced technical certification in the areas of Cloud, Object Oriented Programming, Enterprise Architecture or Data, etc. as well as certification in project leadership such as: PMI, CSM, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VISUAL COMMUNICATIONS DESIGNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Visual Communications Designer is responsible for creating visually compelling designs that meet needs while aligning with the Authority's brand standards. This role requires a deep understanding of the design process, from conceptualization to execution, across a variety of projects such as websites, advertising materials, posters, exhibitions, and corporate communications. The designer blends creativity with technical expertise and maintains a professional approach to project management, ensuring high-quality outcomes that enhance the Authority's visibility and effectiveness in community engagement.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Works with internal and external stakeholders to create new and original print, web, and multimedia designs based on client specifications, and needs.
- Advises the Authority on strategies to reach a particular audience.
- Creates and maintains files for all creative assets and resources, such as software, art materials, and special fonts, as required for record keeping and referencing.
- Assists in the management of production for all pieces from conception to completion.
- Produces and manages print-ready files for use in production as required, including correct file formatting, trim and bleed marks, etc.
- Serves as a reserve photographer and supports videography efforts.
- Supports social media efforts and campaigns with images and/or video.
- Seeks out new products and maintains cutting-edge industry knowledge.
- Assists with other functions of the Marketing & Communications team as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Graphic Design, Communications, or related field.
- Three (3) years experience in an in-house creative department or design firm.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of brand management principles and practices, ensuring effective development and maintenance of the Authority's brand identity across various platforms.
- Knowledge of design software and tools, including Adobe Creative Suite, to oversee the production of high-quality visual communications and marketing materials.
- Knowledge of the print and digital graphic production process.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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WEBSITE DESIGNER/DEVELOPER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Website Designer/Developer oversees the Authority's website(s) and digital properties. This role involves diverse responsibilities, including web design/development, site/content maintenance, user support, and updates to ensure alignment with the Authority's goals and objectives. This position is responsible for contributing to creating an engaging and informative online experience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Maintains a cohesive visual identity and web design across the organization's digital landscape.
- Collaborates with leaders to understand functionality and content needs, implementing effective solutions.
- Conducts content creation, editing, and proofreading, issuing final approvals as per established workflows.
- Configures, manages, and maintains websites and digital properties, including building pages and user interfaces.
- Translates design concepts into functional website designs.
- Applies techniques for optimizing website performance.
- Conducts ongoing website inventory analysis to ensure content remains current.
- Collaborates with internal IT teams and external vendors to address user issues, monitor site security, resolve technical issues, and implement upgrades.
- Compiles and presents reports and metrics related to web site usage.
- Serves as subject matter expert and point of contact for website questions and comments.
- Maintains and enforces Website Governance procedures.
- Create training documents and media for Authority-wide Web Administrators Group. Ensures compliance with online ADA accessibility standards and implements necessary improvements.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Information Technology, or related field.
- Two (2) years experience in responsive and adaptive design, along with a comprehensive understanding of the entire front-end web development process, including design, development, and deployment of web sites.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional Webmaster.
- Web Design Professional Certification.
- Certifications and/or coursework in digital media, web design, and/or computer programming.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of custom web content management systems, applications, and tools.
- Knowledge of website management, analytics, and design.
- Knowledge of HTML5/XHTML, CSS, and other web content programming languages.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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WORK CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Business Office Manager (Maintenance), the Work Control Coordinator supports the work control process and manages database functions within the Maintenance department. The Work Control Coordinator performs various complex administrative and clerical duties, including composing reports related to work orders and preventive maintenance history, scheduling meetings, and managing confidential records. Additionally, the coordinator provides training to users of the work control program and ensures the accuracy and timeliness of work control processes while assisting with departmental activities and communications.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs database management functions for work order software applications to ensure accurate and efficient tracking of maintenance activities.
- Composes detailed reports, including work order history, preventive maintenance (PM) history, trade summaries, and employee project hours for managerial approval.
- Schedules, coordinates, and prepares materials for meetings, appointments, and conferences for the divisional manager or senior divisional manager.
- Researches and responds to requests for information and assistance, determining priority status and referring inquiries as necessary.
- Provides training to users of the work control program, ensuring they understand the system's functionalities and best practices.
- Monitors and tracks the progress of work orders to ensure timely completion and adherence to maintenance standards.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in an administrative or clerical role.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of database management principles and practices.
- Knowledge of maintenance department procedures, policies, and rules to ensure compliance and operational effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant Standing, walking & sitting.
- Frequent lifting up to 50 lbs or more.
- Frequent bending, stooping & reaching overhead.

- Occasional pushing, pulling, dragging, kneeling & crawling.
- Occasional climbing.
- Occasional exposure to extreme weather.
- Occasional use of car/ light truck.

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WORK CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Business Office Manager (Maintenance), the Work Control Specialist provides administrative and technical support to the Authority's Maintenance department, focusing on the work control system. The Work Control Specialist performs complex administrative and clerical duties, including composing detailed reports related to work orders, preventive maintenance history, and employee project hours. Additionally, the specialist maintains the departmental dashboard , designing and implementing business process workflows, and leading testing activities for system upgrades.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Maintains the departmental dashboard for monthly, quarterly, and annual performance measures reports for leadership.
- Composes detailed reports related to work orders, preventive maintenance history, trade summaries, and employee project hours for managerial approval.
- Provides guidance and training to users of the work control program, ensuring accuracy and timeliness in work control processes.
- Maintains user manuals and stay current with Work Order System training, facilitating training sessions for Maintenance department staff.
- Designs and documents workflows and business process models for operational efficiency.
- Leads the team in planning and executing testing activities for system upgrades and enhancements, collaborating with analysts and designers.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diplom or equivalent.
- Three (3) years experience in an administrative role to include maintenance management system software, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of database management principles and practices.
- Knowledge of maintenance department procedures, policies, and rules to ensure compliance and operational effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing, walking & sitting.
- Frequent lifting up to 50 lbs or more.
- Frequent bending, stooping & reaching overhead.
- Occasional pushing, pulling, dragging, kneeling & crawling.
- Occasional climbing.

- Occasional exposure to extreme weather.
- Occasional use of car/ light truck.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Position Title	Hourly Salary
Accounting Manager	$ 55.96
Accounts Payable Specialist	$ 34.66
Administrative Assistant	$ 25.13
Administrative Receptionist	$ 25.62
Air Service Development Manager	$ 53.83
Airfield and Grounds Manager	$ 45.76
Airfield Compliance Manager	$ 47.57
Airfield Operations Duty Manager	$ 47.71
Airfield Supervisor	$ 35.02
Airfield Supervisor	$ 34.66
Airfield Supervisor	$ 37.14
Airfield Technician I	$ 23.50
Airfield Technician I	$ 25.95
Airfield Technician I	$ 23.50
Airfield Technician I	$ 28.64
Airfield Technician I	$ 24.72
Airfield Technician I	$ 26.75
Airfield Technician I	$ 22.82
Airfield Technician I	$ 23.50
Airfield Technician I	$ 27.14
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 24.91
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician II	$ 27.38
Airfield Technician II	$ 29.87
Airfield Technician II	$ 28.21
Airfield Technician II	$ 30.84
Airfield Technician III	$ 29.53
Airport Concessions Manager	$ 47.04
Airport Credentials Specialist	$ 24.72
Airport Credentials Specialist	$ 25.21
Airport Credentials Specialist	$ 24.72
Airport Duty Manager	$ 47.04
Airport Duty Manager	$ 48.93
Airport Duty Manager	$ 50.12
Airport Duty Manager	$ 45.67
Airport Duty Manager	$ 48.03
Airport Duty Manager	$ 50.64
Airport Emergency Operations Manager	$ 56.95

Position Title	Hourly Salary
Airport Operations Contracts Manager	$ 42.83
Airport Operations Manager - Terminal	$ 37.14
Airport Operations Manager -AOC	$ 42.83
Airport Operations Manager-Airfield	$ 39.78
Airport Operations Manager-Airfield	$ 38.44
Airport Operations Manager-Airfield	$ 38.22
Airport Operations Manager-Airfield	$ 39.78
Airport Operations Manager-Airfield	$ 37.14
Airport Operations Manager-Airfield	$ 37.14
Airport Operations Manager-Airfield	$ 39.78
Airport Operations Manager-Airfield	$ 38.44
Airport Operations Manager-Airfield	$ 36.06
Airport Operations Manager-Terminal	$ 39.98
Airport Operations Manager-Terminal	$ 40.85
Airport Operations Manager-Terminal	$ 54.59
Airport Operations Manager-Terminal	$ 38.63
Airport Operations Manager-Terminal	$ 37.14
Airport Operations Manager-Terminal	$ 37.14
Airport Operations Manager-Terminal	$ 37.14
Airport Operations Specialist-Airfield	$ 26.74
Airport Operations Specialist-Airfield	$ 26.87
Airport Operations Specialist-Airfield	$ 26.74
Airport Operations Specialist-Airfield	$ 26.87
Airport Operations Supervisor - AOC	$ 32.96
Airport Operations Supervisor-AOC	$ 34.28
Airport Operations Supervisor-AOC	$ 34.28
Airport Operations Supervisor-AOC	$ 32.96
AOC Dispatcher II	$ 30.89
AOC Dispatcher II	$ 33.63
AOC Dispatcher II	$ 36.95
AOC Dispatcher II	$ 25.59
AOC Dispatcher II	$ 25.01
AOC Dispatcher II	$ 26.78
AOC Dispatcher II	$ 35.31
AOC Dispatcher II	$ 26.18
AOC Dispatcher II	$ 27.26
AOC Dispatcher II	$ 41.19
AOC Dispatcher II	$ 26.41
AOC Dispatcher II	$ 26.61
AOC Dispatcher II	$ 26.11
AOC Dispatcher II	$ 25.15
Application Developer II	$ 50.72
Applications Development Manager	$ 67.99

Position Title	Hourly Salary
Asset Manager	$ 59.42
Assistant General Counsel	$ 123.30
Assistant General Counsel	$ 124.85
Assistant General Counsel	$ 127.75
Audit Manager	$ 54.47
Audit Manager	$ 63.38
Automated People Mover Systems Manager	$ 61.58
BIM/CAD Manager	$ 58.83
Board Services Administrator	$ 50.18
Building Fire Systems Technician	$ 26.32
Building Maintenance Manager	$ 47.65
Building Maintenance Supervisor	$ 31.93
Building Maintenance Supervisor	$ 33.12
Building Maintenance Technician I	$ 24.08
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician I	$ 24.53
Building Maintenance Technician I	$ 22.82
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician II	$ 26.32
Building Maintenance Technician II	$ 28.89
Building Maintenance Technician II	$ 28.95
Building Maintenance Technician II	$ 28.84
Building Service Plumber	$ 29.61
Building Service Plumber	$ 30.64
Building Service Plumber	$ 28.95
Building Service Plumber	$ 30.34
Building Service Plumber	$ 28.95
Building Service Plumber	$ 28.95
Building Service Plumber	$ 28.95
Business Analyst	$ 37.79
Business Office Manager (Concessions and Commercial Parking)	$ 41.74
Business Office Manager (General Aviation)	$ 39.48
Business Office Manager (HR & Administration)	$ 41.59
Business Office Manager (Maintenance)	$ 42.09
Business Office Manager (Marketing)	$ 41.94
Business Office Manager (Operations)	$ 38.38
Business Office Manager (Planning & Development)	$ 42.09
Business Office Manager (Procurement)	$ 39.14
Business Office Manager (Real Estate)	$ 42.71
Business Opportunity Certification Specialist	$ 47.39
Business Opportunity Program Manager	$ 51.68

Position Title	Hourly Salary
Business Systems Analysis Manager	$ 59.19
Business Systems Analysis Manager	$ 64.18
Business Systems Analyst II	$ 55.97
Business Systems Analyst II	$ 50.51
Business Systems Analyst II	$ 54.10
Chief Commercial Officer	$ 208.50
Chief Development Officer	$ 200.14
Chief Executive Officer	$ 360.58
Chief Financial Officer	$ 205.42
Chief Legal Officer/General Counsel	$ 195.60
Chief Operating Officer	$ 259.98
Commercial Parking and Ground Transportation Manager	$ 50.37
Commercial Parking Systems Manager	$ 46.15
Commercial Real Estate Specialist	$ 36.55
Communications Manager	$ 47.66
Communications Manager	$ 45.93
Concession Compliance Manager	$ 43.58
Contracts Manager	$ 51.20
Contracts Manager	$ 48.03
Credentials and Access Compliance Manager	$ 43.78
Cyber Security Engineer	$ 60.61
Development Committee Administrator	$ 44.57
Digital Technology and Innovation Manager	$ 69.33
Director of Air Service Development	$ 102.31
Director of Airport Concessions	$ 82.72
Director of Airport Properties and Airline Affairs	$ 98.18
Director of Capital Programs	$ 88.87
Director of Commercial Parking & Ground Transportation	$ 100.96
Director of Commercial Real Estate	$ 86.66
Director of Communications	$ 95.50
Director of Construction	$ 117.88
Director of Construction	$ 93.10
Director of Design	$ 117.88
Director of Digital Technologies & Innovation	$ 108.92
Director of Enterprise Application Services	$ 95.34
Director of Enterprise Risk Management and Safety	$ 91.61
Director of Finance	$ 94.09
Director of Human Resources	$ 96.56
Director of ITS Enterprise Operations & Client Services	$ 97.25
Director of Marketing	$ 91.36
Director of Planning	$ 93.21
Director of Plant and Facilities	$ 96.56
Director of Procurement, Capital Programs and ITS	$ 85.70

Position Title	Hourly Salary
Director of Procurement, Non-Capital Programs and Materials Management	$ 85.70
Director of Strategic Services	$ 82.44
Director of Systems and Grounds	$ 96.56
Director of Terminal Operations and Guest Experience	$ 92.94
Electrical Manager	$ 47.19
Electrical Supervisor	$ 35.92
Electrical Supervisor	$ 35.96
Electrical Supervisor	$ 36.09
Electrician I	$ 23.50
Electrician I	$ 22.82
Electrician I	$ 23.56
Electrician I	$ 23.50
Electrician I	$ 23.50
Electrician I	$ 25.31
Electrician II	$ 30.98
Electrician II	$ 31.68
Electrician II	$ 29.93
Electrician II	$ 27.00
Electrician II	$ 34.04
Electrician II	$ 29.09
Electrician II	$ 31.13
Electrician II	$ 31.98
Electrician III	$ 32.95
Electrician III	$ 38.29
Electronics Manager	$ 45.80
Electronics Supervisor	$ 40.61
Electronics Supervisor	$ 40.61
Electronics Technician I	$ 28.75
Electronics Technician I	$ 28.84
Electronics Technician I	$ 29.61
Electronics Technician I	$ 32.44
Electronics Technician II	$ 35.92
Electronics Technician II	$ 38.75
Electronics Technician II	$ 33.99
Electronics Technician II	$ 32.63
Electronics Technician III	$ 31.93
Endpoint Engineer	$ 50.40
Evidence Technician	$ 28.92
Executive Assistant-Marketing & Communications	$ 44.48
Executive Assistant-Operations & Customer Service	$ 48.84
Finance Revenue & Contract Manager	$ 60.41
Financial Modeling & Optimization Manager	$ 53.85
Financial Planning Manager	$ 56.95

Position Title	Hourly Salary
Fleet Manager	$ 45.02
Fleet Supervisor	$ 36.00
Fleet Technician I	$ 27.90
Fleet Technician I	$ 26.32
Fleet Technician I	$ 26.32
Fleet Technician I	$ 26.78
Fleet Technician II	$ 29.87
Fleet Technician II	$ 31.98
GA Capital Projects Manager	$ 53.05
GA Capital Projects MultiTrades Worker I	$ 25.00
GA Capital Projects MultiTrades Worker III	$ 31.80
GA Capital Projects MultiTrades Worker III	$ 32.91
GA Capital Projects MultiTrades Worker III	$ 26.78
GA Capital Projects MultiTrades Worker III	$ 27.73
GA Maintenance Operations Lead	$ 35.45
GA Maintenance Operations Lead	$ 34.65
GA Maintenance Operations Lead	$ 30.21
GA Maintenance Operations Lead	$ 31.49
GA Maintenance Operations Lead	$ 31.49
GA Maintenance Operations Manager	$ 46.54
General Aviation Operations Manager	$ 47.36
Grounds Supervisor	$ 31.85
Grounds Supervisor	$ 38.82
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.48
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.48
Grounds Technician I	$ 22.48
Grounds Technician I	$ 23.36
Grounds Technician II	$ 26.41
Grounds Technician II	$ 29.85
Grounds Technician II	$ 23.50
Grounds Technician II	$ 28.84
Grounds Technician II	$ 25.28
Guest Experience Manager	$ 39.62
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 19.43

Position Title	Hourly Salary
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 20.00
Guest Experience Representative	$ 18.57
Guest Experience Representative	$ 20.31
Guest Experience Representative	$ 20.60
Guest Experience Representative	$ 18.03
Guest Experience Representative	$ 21.15
Guest Experience Representative	$ 22.87
Guest Experience Representative	$ 20.60
Guest Experience Representative	$ 20.26
Guest Experience Representative	$ 18.57
Guest Experience Supervisor	$ 26.78
Guest Experience Supervisor	$ 26.78
Guest Experience Supervisor	$ 27.72
Horticultural Technician I	$ 23.50
Horticultural Technician I	$ 28.64
Horticultural Technician II	$ 28.65
HR Business Partner	$ 38.63
HVAC Building Automation Specialist	$ 38.82
HVAC Manager	$ 45.82
HVAC Supervisor	$ 35.89
HVAC Supervisor	$ 35.92
HVAC Technician I	$ 33.12
HVAC Technician I	$ 29.95
HVAC Technician II	$ 31.41
HVAC Technician II	$ 28.27
HVAC Technician III	$ 34.66
HVAC Technician III	$ 28.95
HVAC Technician III	$ 28.95
HVAC Technician III	$ 33.54
HVAC Technician III	$ 28.95
HVAC Technician III	$ 32.79
Internal Audit Intern	$ 27.00
IT Program Manager	$ 61.90
IT Program Manager	$ 60.10
IT Project Manager	$ 47.04
ITS Cloud Architect	$ 49.11
ITS Support Specialist	$ 31.20
ITS Associate Support Specialist	$ 34.87
ITS Associate Support Specialist	$ 34.66
ITS Desktop Technician I	$ 35.36
ITS Network Engineer	$ 56.03

Position Title	Hourly Salary
ITS Network Engineer	$ 56.36
ITS Network Engineer	$ 61.05
ITS Network Engineer	$ 50.51
ITS Passenger Processing Specialist I	$ 35.65
ITS Passenger Processing Specialist I	$ 35.36
ITS Passenger Processing Specialist I	$ 35.65
ITS Passenger Processing Specialist II	$ 39.46
ITS System Administrator	$ 49.91
ITS Systems Engineer	$ 50.81
Junior Information Security Analyst	$ 50.38
Junior Information Security Analyst	$ 49.28
Lead Credentials Specialist	$ 31.77
Lead ITS Network Engineer	$ 65.88
Lead ITS Support Specialist	$ 47.04
Lead ITS Systems Engineer	$ 62.17
Leadership and Employee Development Manager	$ 55.42
Logistics Coordinator	$ 32.08
Lost and Found & Volunteer Ambassador Manager	$ 40.64
Lost and Found Property Control Coordinator	$ 22.50
Lost and Found Property Control Coordinator	$ 28.04
Maintenance Duty Manager	$ 39.62
Maintenance Duty Manager	$ 40.61
Maintenance Project Manager	$ 61.36
Maintenance Projects Manager	$ 47.98
Maintenance Projects Supervisor	$ 36.31
Maintenance Projects Supervisor	$ 32.49
Maintenance Projects Technician I	$ 28.64
Maintenance Projects Technician I	$ 22.82
Maintenance Projects Technician I	$ 23.50
Maintenance Projects Technician I	$ 24.91
Maintenance Projects Technician II	$ 29.85
Maintenance Projects Technician II	$ 32.05
Maintenance Projects Technician II	$ 26.32
Maintenance Projects Technician III	$ 33.01
Marketing Coordinator	$ 35.30
Marketing Events Manager	$ 50.14
Marketing Intelligence Analyst	$ 38.70
Marketing Manager	$ 60.64
Marketing Media Producer	$ 47.76
Materials Management Manager	$ 41.78
Operations Project Manager	$ 65.34
Passenger Processing Manager	$ 64.38
Payroll Operations Finance Manager	$ 67.10

Position Title	Hourly Salary
Police Captain	$ 91.61
Police Captain	$ 91.61
Police Corporal	$ 49.93
Police Corporal	$ 39.14
Police Corporal	$ 41.78
Police Corporal	$ 46.12
Police Corporal	$ 36.63
Police Corporal	$ 41.78
Police Corporal	$ 37.73
Police Lieutenant	$ 65.35
Police Lieutenant	$ 64.02
Police Lieutenant	$ 63.20
Police Lieutenant	$ 63.20
Police Lieutenant	$ 65.27
Police Officer	$ 34.49
Police Officer	$ 36.77
Police Officer	$ 39.49
Police Officer	$ 44.08
Police Officer	$ 30.34
Police Officer	$ 31.15
Police Officer	$ 37.70
Police Officer	$ 31.77
Police Officer	$ 40.05
Police Officer	$ 38.53
Police Officer	$ 29.20
Police Officer	$ 38.45
Police Officer	$ 36.33
Police Officer	$ 30.88
Police Officer	$ 38.73
Police Officer	$ 29.05
Police Officer	$ 36.68
Police Officer	$ 37.35
Police Officer	$ 30.06
Police Officer	$ 29.05
Police Officer	$ 44.56
Police Officer	$ 32.29
Police Officer	$ 31.50
Police Officer	$ 30.88
Police Officer	$ 44.60
Police Officer	$ 50.04
Police Officer	$ 30.60
Police Officer	$ 37.71
Police Officer	$ 38.70

Position Title	Hourly Salary
Police Officer	$ 33.82
Police Officer	$ 30.86
Police Officer	$ 30.08
Police Officer	$ 32.01
Police Officer	$ 34.49
Police Officer	$ 33.27
Police Officer	$ 30.08
Police Officer	$ 30.08
Police Officer	$ 40.34
Police Officer	$ 33.97
Police Officer	$ 38.42
Police Officer	$ 33.47
Police Officer	$ 36.33
Police Officer	$ 37.61
Police Officer	$ 33.78
Police Officer	$ 44.50
Police Officer	$ 30.08
Police Officer	$ 36.95
Police Officer	$ 29.98
Police Officer	$ 39.49
Police Officer	$ 30.97
Police Sergeant	$ 60.60
Police Sergeant	$ 52.35
Police Sergeant	$ 52.35
Police Sergeant	$ 57.16
Police Sergeant	$ 52.35
Police Sergeant	$ 53.96
Police Sergeant	$ 60.61
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Agent	$ 33.65
Procurement Programs Manager	$ 39.62
Procurement Project Consultant	$ 89.26
Projects and Grants Finance Manager	$ 69.09
Projects Control Senior Analyst	$ 52.55
Projects Control Senior Analyst	$ 41.04
Property Control Specialist	$ 28.91
Property Control Specialist	$ 28.08
Public Administrative Specialist I	$ 20.78
Public Administrative Specialist II	$ 28.98
Public Safety Compliance Manager	$ 50.73

Position Title	Hourly Salary
Public Safety Dispatch Manager	$ 50.72
Public Safety Dispatch Supervisor	$ 34.61
Public Safety Dispatch Supervisor	$ 32.96
Public Safety Dispatch Supervisor	$ 34.28
Public Safety Dispatch Supervisor	$ 34.28
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 31.09
Public Safety Dispatcher III	$ 30.11
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 38.71
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 30.87
Public Safety Dispatcher III	$ 30.28
Public Safety Dispatcher III	$ 29.09
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 31.49
Public Safety Dispatcher III	$ 30.89
Real Estate Project Manager	$ 51.91
Real Estate Project Manager	$ 72.11
Records and Information Analyst I	$ 40.78
Records and Information Coordinator	$ 22.78
Records and Information Manager	$ 52.85
Records and Information Technician	$ 33.13
Resource Systems Manager	$ 56.95
Risk Management Specialist	$ 33.67
Risk Management Specialist	$ 33.92
Safety Management System (SMS) Specialist	$ 32.19
Safety Management System (SMS) Specialist	$ 33.65
Security Operations Compliance Manager	$ 47.57
Security Projects and Access Control Compliance Manager	$ 46.05
Seinor Systems Baggage Operator	$ 29.13
Senior Accountant - Financial Reporting and General Ledger	$ 48.08
Senior Accountant-Accounts Receivable	$ 39.85
Senior Accountant-General Ledger	$ 37.14
Senior Accounts Payable Specialist	$ 43.56
Senior Administrative Assistant	$ 33.77
Senior Application Developer I	$ 66.01
Senior Auditor	$ 49.52
Senior Business Analyst	$ 47.07
Senior Business Systems Analyst I	$ 55.91
Senior Business Systems Analyst II	$ 55.72
Senior Construction Inspector	$ 46.14

Position Title	Hourly Salary
Senior Construction Inspector	$ 50.51
Senior Construction Inspector	$ 48.80
Senior Construction Inspector	$ 48.27
Senior Construction Project Manager	$ 65.61
Senior Construction Project Manager	$ 59.42
Senior Database Administrator	$ 56.95
Senior Executive Administrative Assistant to CEO	$ 52.91
Senior Financial Planning & Treasury Accountant	$ 46.55
Senior Financial Planning Analyst	$ 48.08
Senior Guest Experience Representative	$ 25.32
Senior Human Resources Analyst	$ 49.52
Senior Human Resources Business Partner	$ 54.47
Senior Human Resources Business Partner	$ 47.04
Senior Human Resources Business Partner	$ 55.46
Senior Information Security Analyst	$ 63.94
Senior IT Project Manager	$ 60.18
Senior ITS Digital Technology Specialist	$ 58.27
Senior ITS Digital Technology Specialist	$ 53.92
Senior ITS Network Engineer	$ 57.04
Senior ITS Network Engineer	$ 56.91
Senior ITS System Administrator	$ 51.17
Senior ITS Systems Engineer	$ 55.36
Senior ITS Systems Engineer	$ 58.83
Senior Legal Administrator	$ 44.57
Senior Lost and Found Property Control Coordinator	$ 35.92
Senior Lost and Found Property Control Coordinator	$ 27.04
Senior Manager of Security Compliance	$ 64.38
Senior Manager of Airfield Operations and Compliance	$ 67.31
Senior Manager of Airport Concessions	$ 74.59
Senior Manager of Airport Operations Center	$ 59.42
Senior Manager of Airport Safety	$ 59.42
Senior Manager of Business Architecture & Product Support	$ 70.54
Senior Manager of Client & Field Services	$ 64.27
Senior Manager of Commercial Parking and Ground Transportation	$ 77.90
Senior Manager of Commercial Real Estate	$ 61.21
Senior Manager of Communications	$ 64.20
Senior Manager of Construction	$ 76.75
Senior Manager of Construction	$ 74.28
Senior Manager of Construction	$ 74.28
Senior Manager of Construction	$ 74.28
Senior Manager of Digital Marketing & Strategy	$ 66.36
Senior Manager of Employee Relations & Talent Acquisition	$ 60.10
Senior Manager of Enterprise Service Delivery	$ 75.92

Position Title	Hourly Salary
Senior Manager of Environmental Services	$ 79.05
Senior Manager of Facilities	$ 66.85
Senior Manager of Financial Operations	$ 71.80
Senior Manager of Financial Planning and Analysis	$ 69.33
Senior Manager of GA Capital Projects, Business & Admin	$ 73.84
Senior Manager of GA Operations & Maintenance	$ 66.95
Senior Manager of Grounds	$ 66.85
Senior Manager of Guest Experience and Lost & Found	$ 66.68
Senior Manager of Information Security Office	$ 73.33
Senior Manager of Innovation	$ 75.21
Senior Manager of Internal Audit	$ 70.88
Senior Manager of Internal Audit	$ 65.86
Senior Manager of IT Infrastructure	$ 81.94
Senior Manager of Leadership and Employee Development	$ 63.14
Senior Manager of Marketing Programs & Partnerships	$ 60.91
Senior Manager of Operations Support	$ 66.36
Senior Manager of Planning and Design	$ 76.26
Senior Manager of Planning and Design	$ 76.03
Senior Manager of Planning and Design	$ 75.87
Senior Manager of Plant Operations	$ 66.85
Senior Manager of Procurement, Capital Programs and ITS	$ 59.42
Senior Manager of Procurement, Non-Capital Programs	$ 60.63
Senior Manager of Procurement, Non-Capital Programs	$ 59.42
Senior Manager of Project Controls	$ 74.28
Senior Manager of Risk and Insurance	$ 65.61
Senior Manager of Systems	$ 66.85
Senior Manager of Technology Program Management Office	$ 64.38
Senior Manager of Terminal Operations	$ 67.00
Senior Manager of Traffic	$ 61.50
Senior Manager Public Safety Administration	$ 60.41
Senior Procurement Agent	$ 42.34
Senior Procurement Agent	$ 42.34
Senior Procurement Agent	$ 42.54
Senior Procurement Agent	$ 42.46
Senior Procurement Agent	$ 45.55
Senior Project Director	$ 66.95
Senior Project Director	$ 68.86
Senior Project Director	$ 62.50
Senior Project Payables Specialist	$ 34.48
Senior Property Control Specialist	$ 32.71
Senior Property Control Specialist	$ 32.09
Senior Property Control Specialist	$ 30.54
Senior Real Estate Project Manager	$ 52.79

Position Title	Hourly Salary
Senior Real Estate Project Manager	$ 48.66
Senior Systems Baggage Operator	$ 28.72
Senior Technical Program Manager	$ 68.90
Senior Traffic Specialist	$ 34.31
Senior Traffic Specialist	$ 25.88
Senior Traffic Specialist	$ 25.13
Senior Traffic Specialist	$ 25.88
Senior Traffic Specialist	$ 26.92
Solutions Architect	$ 76.75
Sr Systems Baggage Operator	$ 28.88
Sr Systems Baggage Operator	$ 28.72
Sr Systems Baggage Operator	$ 34.35
Staff Accountant	$ 34.66
Sustainability and Resilience Program Director	$ 62.29
System Automation Technician	$ 41.50
Systems Automation Manager	$ 58.49
Systems Automation Technician	$ 45.68
Systems Automation Technician	$ 51.76
Systems Automation Technician	$ 54.03
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 25.13
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 25.56
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.48
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04

Position Title	Hourly Salary
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.48
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 24.25
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Maintenance Manager	$ 45.76
Systems Maintenance Supervisor	$ 37.93
Systems Maintenance Supervisor	$ 36.97
Systems Maintenance Supervisor	$ 36.64
Systems Maintenance Supervisor	$ 37.54
Systems Maintenance Technician I	$ 23.50
Systems Maintenance Technician II	$ 27.38
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 25.55
Systems Maintenance Technician II	$ 25.55
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 32.69
Systems Maintenance Technician II	$ 30.00
Systems Maintenance Technician II	$ 34.12
Systems Maintenance Technician II	$ 27.57
Systems Maintenance Technician II	$ 29.57
Systems Maintenance Technician II	$ 27.38
Systems Maintenance Technician III	$ 31.65
Systems Maintenance Technician III	$ 33.42
Systems Maintenance Technician III	$ 32.31
Systems Maintenance Technician III	$ 32.31
Systems Maintenance Technician III	$ 31.06
Systems Operations Manager	$ 47.65
Systems Operations Supervisor	$ 34.16

Position Title	Hourly Salary
Systems Operations Supervisor	$ 33.99
Systems Operations Supervisor	$ 35.35
Systems Operations Supervisor	$ 36.32
Systems Operations Supervisor	$ 31.93
Systems Operations Supervisor	$ 38.82
Terminal Operations Duty Manager	$ 49.77
Traffic Operations Manager	$ 38.95
Traffic Specialist	$ 20.80
Traffic Specialist	$ 26.12
Traffic Specialist	$ 22.09
Traffic Specialist	$ 20.80
Traffic Specialist	$ 22.62
Traffic Specialist	$ 36.08
Traffic Specialist	$ 32.82
Traffic Specialist	$ 23.92
Traffic Specialist	$ 36.32
Traffic Specialist	$ 23.12
Traffic Specialist	$ 28.08
Traffic Specialist	$ 22.48
Traffic Specialist	$ 20.19
Traffic Specialist	$ 20.80
Traffic Specialist	$ 22.62
Traffic Specialist	$ 24.16
Traffic Specialist	$ 22.29
Traffic Specialist	$ 37.67
Traffic Specialist	$ 23.23
Traffic Specialist	$ 22.16
Traffic Specialist	$ 22.62
Traffic Specialist	$ 35.18
Traffic Specialist	$ 22.52
Traffic Specialist	$ 28.08
Traffic Specialist	$ 20.80
Traffic Specialist	$ 23.01
Traffic Specialist	$ 20.98
Traffic Specialist	$ 20.80
Traffic Specialist	$ 34.09
Traffic Specialist	$ 22.28
Traffic Specialist	$ 22.28
Traffic Specialist	$ 22.85
Traffic Specialist	$ 20.82
Traffic Specialist	$ 22.84
Traffic Specialist	$ 23.12
Traffic Specialist	$ 20.19

Position Title	Hourly Salary
Traffic Specialist	$ 22.16
Traffic Specialist	$ 21.40
Traffic Specialist	$ 21.28
Traffic Specialist	$ 32.77
Traffic Specialist	$ 28.35
Traffic Specialist	$ 22.28
Traffic Specialist	$ 21.47
Traffic Specialist	$ 24.04
Traffic Specialist	$ 28.08
Traffic Specialist	$ 32.82
Traffic Specialist	$ 21.00
Traffic Supervisor	$ 29.99
Traffic Supervisor	$ 31.71
Traffic Supervisor	$ 33.21
Traffic Supervisor	$ 31.27
Training Coordinator, Traffic	$ 30.93
Vice President of Capital Programs	$ 126.78
Vice President of Concessions & Commercial Parking	$ 137.73
Vice President of Finance	$ 123.19
Vice President of General Aviation	$ 118.45
Vice President of Human Resources, Enterprise Risk Management and Safety	$ 136.18
Vice President of Information Technology	$ 139.89
Vice President of Internal Audit	$ 113.89
Vice President of Maintenance	$ 125.04
Vice President of Marketing, Communications and Strategy	$ 146.08
Vice President of Operations	$ 136.48
Vice President of Planning & Development	$ 147.58
Vice President of Procurement	$ 122.68
Vice President of Public Safety & Security	$ 131.22
Vice President of Real Estate	$ 134.45
Visual Communications Designer	$ 44.36
Web Development Administrator	$ 61.47
Wildlife Programs Manager	$ 44.41
Work Control System Specialist	$ 31.45
	$ 35.00

ACCOUNTS PAYABLE SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Accounts Payable Supervisor, the Accounts Payable Specialist is responsible for performing accounting tasks that involve reviewing, processing, and maintaining complex financial records within the General Ledger and associated sub-ledgers. This role requires independent judgment to research and reconcile discrepancies while ensuring compliance with established accounting standards and policies. The Accounting Specialist may also engage in significant customer or client interactions and is expected to work collaboratively with a professional accountant, potentially training or providing procedural guidance to colleagues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Processes accounts payable transactions, including invoice verification, data entry, and payment processing, in a timely manner.
- Assists in the preparation of financial statements and reports, providing necessary documentation and analysis.
- Prepares and maintains detailed documentation of accounting processes and procedures to support audits and compliance.
- Supports month-end and year-end closing activities by ensuring all transactions are recorded accurately and in a timely manner.
- Monitors and evaluates financial data for accuracy, identifying trends and areas for improvement.
- Assists in the evaluation and implementation of new accounting software and tools to enhance operational efficiency.
- Participates in internal and external audits by providing necessary documentation and support to auditors.
- Maintains organized financial records to ensure easy access and retrieval for reporting and auditing purposes.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business, or related field.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ACCOUNTS RECEIVABLE AND REVENUE CONTROL FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Accounts Receivable and Revenue Control Finance Manager is responsible for overseeing accounts receivable billing. This role handles the collections process for Authority tenants and revenue collection beyond public parking operations. As a super-user, the manager provides expertise and leadership to staff, ensuring the effective implementation and compliance of the billing system while reviewing tenant agreements for accuracy and compliance to maximize revenue. The position leverages independent decision-making to address billing issues and the ability to interpret contracts while integrating new financial technologies to improve billing processes.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and oversees the annual accounts receivable billing for the Authority.
- Oversees accurate billing of all invoices created by the Authority.
- Ensures accuracy of monthly activity reports submitted by a variety of tenant partners.
- Manages monthly collections process from start to finish, requiring continuous communication with internal and external partners regarding past due invoices and what is needed to remedy the issues and collect the revenue.
- Oversees proper collection of annual Passenger Facility Charges to ensure compliance with Federal guidelines.
- Ensures proper application of all invoice payments coming to the Authority and communicates with tenant partners to resolve incorrect/unapplied payments as necessary.
- Oversees the annual audit process for all billable tenants, ensuring that required external audits are submitted in compliance with their agreements, and that all credit calculations and billing amounts are accurate and finalized..
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance or related field.
- Four (4) years related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of accounts receivable processes, billing practices, and financial regulations, particularly those relevant to aviation authorities.
- Knowledge of compliance requirements related to Passenger Facility Charges and federal guidelines.
- Knowledge of financial billing and accounting software used to process invoices.

- Ability to analyze financial data to ensure accuracy in billing and compliance during the annual audit process.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ADMINISTRATIVE RECEPTIONIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience and Lost & Found, the Administrative Receptionist provides administrative support and reception services at the SkyCenter One offices of the Authority. This position is responsible for greeting visitors in person and via telephone, ensuring a welcoming experience, and efficiently managing multiple phone lines. Additionally, the Administrative Receptionist coordinates tours offered by Guest Experience throughout Tampa International Airport, handling all related communication, scheduling, and follow-up activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Answers calls from multiple designated phone lines, routing, greeting, and providing direction to business partners and guests of the Authority.
- Reviews and distributes all express mail, phone correspondence, and other related reception duties for Authority professional staff.
- Serves as coordinator during SkyConnect outage plan.
- Distributes plans and dispatch participants to respective locations.
- Communicates with requesting attendees, booking tours, calendar management, and scheduling of available tour guides.
- Handles all concerns, questions, and feedback from airport tour program surveys.
- Creates follow-up surveys to ensure guest tour satisfaction.
- Manages tour booking software, ensuring the tour scheduling calendar is updated and confirmation correspondence is sent to participants.
- Assists Executive Administration in greeting and providing direction to members of the public attending Authority monthly Board Meetings.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.

- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in administrative or secretarial field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of administrative and secretarial procedures, including word processing, records maintenance, and transcription, to efficiently support executive leadership and staff.
- Skill in managing multiple phone lines, greeting visitors, and providing accurate information and direction to guests and business partners.
- Knowledge of the policies and procedures of the Authority, enabling informed responses to inquiries and requests.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIR SERVICE DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Air Service Development, the Air Service Development Manager is responsible for leading initiatives to attract airlines to Tampa Bay and enhance flight capacity in both domestic and international markets. This role entails cultivating and managing relationships with air carrier network planning executives, ensuring prompt responses to inquiries, and conducting analytical assessments to bolster the Authority's air service initiatives. The manager is responsible for the creation and presentation of reports for network planning conferences and meetings, as well as overseeing consultant partnerships and project specifications. Additionally, the position includes managing the Air Service Incentive Program (ASIP), which involves maintaining documentation and communication with airlines and community stakeholders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Represents the Authority at events and meetings with airlines and community stakeholders to support the Airport's air service and economic development strategies.
- Develops and executes strategies to attract airlines to the Authority and increase flight offerings in domestic and international markets.
- Collaborates with the Marketing department and other Authority divisions to provide information and data analysis as needed.
- Develops and delivers high-quality multi-media presentations and written reports that summarize research results, findings, and recommendations.
- Monitors the performance of and provides guidance to air service consultants to ensure project schedules are met and services are delivered with high quality and value.
- Assists in preparing budget requests and manage the administration of the approved budget for air service initiatives.
- Collaborates with IT to ensure that data and software requirements are effectively planned and executed.
- Maintains relationships with air carrier network planning personnel, ensuring timely responses to inquiries and requests.
- Prepares analytical assessments to support air service efforts and inform decision-making processes.
- Coordinates the delivery of time-sensitive reports to airline representatives and stakeholders.
- Engages in outreach efforts to promote the benefits of operating to potential airline partners.

- Evaluates and reports on the effectiveness of air service initiatives and recommend improvements as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Statistics, Data Science, Economics, Aviation Management, Business Administration, or related field.
- Four (4) years experience in airline network planning, air service development or another industry heavily dependent upon data analytics/insights.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations and air service development principles, including airline network planning concepts, market analysis and financial forecasting.
- Knowledge of domestic and international airline passenger and air cargo operations, including network decision-making processes.
- Knowledge of airport business operations fundamentals and related federal regulations governing airport functions.

- Ability to analyze data effectively.
- Ability to negotiate and influence stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs.
- Frequent bending and stooping
- Occasional pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRFIELD AND GROUNDS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield, Fleet & Grounds, the Airfield and Grounds Manager performs managerial, leadership, and technical duties, planning and directing the maintenance and repair of the Airfield and Airport Grounds for the Authority. The Airfield and Grounds Manager is primarily responsible for the management of the activities and personnel of the Airfield and Grounds Sections of the department. This role oversees and evaluates work activities for compliance with regulations and safety standards while ensuring the Airport successfully passes the annual FAA FAR Part 139 inspection without significant airfield issues.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.
- Ensures the Authority completes and passes the annual FAA FAR Part 139 inspection with no major airfield discrepancies.
- Drafts technical reports, including but not limited to staffing analysis and equipment life cycles.
- Creates requisitions and maintains replacement parts and materials to complete assignments promptly.
- Develops contractor specifications and oversees the performance of contractors in assigned areas to ensure construction and maintenance requirements are satisfied and services are completed per specifications.

- Responsible for creating and maintaining the budgets for both the Airfield and Grounds Sections and ensuring expenses are kept within budget allowance.
- Prepares technical specifications for equipment acquisition.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, or related field.
- Four (4) years experience in construction, maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and structures.

- Knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility. FAA FAR Part 139 Regulations, Airport (AC) Advisory Circular etc.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority
- with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching over-head, kneeling & crawling.
- Frequent typing.
- Occasional climbing.
- Continuous exposure to extreme weather.
- Frequent exposure to chemicals & insects.
- Continuous use of car/light truck.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

AIRFIELD OPERATIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Airfield Operations Compliance Manager is responsible for all assigned airfield activities of the Airport Certification Program relating to Federal Aviation Administration (FAA), 14 Code of Federal Regulations (CFR) Part 139 regulatory compliance. This position is responsible for the self-inspection program, construction, and maintenance coordination, and working with various government agencies. Additionally, this position is responsible for the administrative, supervisory, and technical aspects relating to the regulatory compliance issues of the Operations department.
Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Inspects all runways, taxiways, ramps, and the associated areas to ensure compliance with 49 CFR Part 139 and the Airport Certification Manual and to ensure conditions are safe for the continued operation of an aircraft.
- Supports terminal ramp safety inspections, Foreign Object Debris (FOD) inspections and other inspections as part of the Authority's safety management system.
- Assists Airport Operations Managers with the coordination of daily airfield activities related to airfield maintenance work, airfield construction projects, aircraft, and vehicle movement.
- Monitors airport tenants and leased areas for possible violations of the Airport Rules/Regulations and other applicable regulations. Notifies appropriate parties in the Aviation Department of investigations and corrections.
- Ensures compliance with Federal airport certification regulation [Title 14 CFR, Part 139].
- Facilitates inspections of airport property to ensure compliance with Federal Regulations.
- Oversees Airfield Training Programs, to include computer-based training for airport personnel and tenants. Development and implementing airfield training will be required.
- Facilitate proper response to any letters of investigation, civil penalties and or other requirements or inquiries made by the FAA.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Three (3) years experience in airport operations at a medium to large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prior experience as an Airport Operations Manager or Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Occasional lifting over 60 Ibs
- Occasional, bending/stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRFIELD OPERATIONS DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Airfield Operations Duty Manager is responsible for managing daily operations of the airfield; and administering the allocation of resources, establishing policies and procedures, initiating programs, and managing personnel to ensure the continuity of operations; coordinates, monitors, and/or implements operational activities with key management representatives from the airlines, FAA, TSA, tenants, construction and other individuals within and outside the Authority

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the development and maintenance of airport policies, procedures, and compliance manuals, including the Airport Certification Manual and Airport Emergency Plan.
- Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Works with airport stakeholders, tenants, and contractors to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airfield.
- Manages the schedule for the airfield operations department, including shift coverage, vacation bid, and time off.
- Attends airport safety-related meetings and seminars as a representative of the Authority when necessary.
- Represents the Senior Manager of Airfield Operations & Compliance when they are unavailable; including meeting, trainings, and representation during emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Airport Operations, Business Administration, or related field.
- Four (4) years experience in airport operations at a medium to large airport, or related field.
- Two (2) years of supervisory experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential within one year of hire .
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Obtain and maintain position-appropriate NIMS & emergency management training.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities

- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to use firearms in accordance with the airports' Wildlife Hazard Management Plan.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Occasional lifting over 60 Ibs
- Occasional, bending/stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRFIELD SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Airfield and Grounds Manager, the Airfield Supervisor performs supervisory work related to the maintenance, repair, and construction of the airports AOA including all runway and taxiways , grounds, and roadways. This position involves ensuring compliance with FAA Part 139 regulations, including airfield paint markings and pavement condition indexing while coordinating maintenance tasks and supervising personnel. The supervisor prioritizes and inspects work activities for compliance with safety standards, plans job layouts, and manages the airfield maintenance work order process.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Prioritizes, participates in, and inspects work activities to ensure compliance with FAA regulations, specifications, codes, and safety standards, promoting operational efficiency and a safe working environment.
- Plans job layouts and estimate materials, equipment, and tools needed for maintenance personnel to perform work assignments effectively.
- Prepares and maintains both manual and computerized reports, records, and logs documenting work performed, materials used, and equipment maintained to ensure an audit trail.
- Coordinates and manages the Airfield Maintenance work order process, ensuring timely assignment and completion of work orders.
- Assists in preparing requisitions and maintain inventory of replacement parts and materials to ensure timely completion of maintenance tasks.
- Monitors compliance with safety standards during all maintenance activities and take corrective action as needed.

- Evaluate and document pavement conditions in accordance with FAA Part 139 regulations and coordinate necessary repairs.
- Participate in emergency response planning and execution as it pertains to airfield maintenance operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Facilities Management, Construction, or related field.
- Four (4) years trades experience.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Airfield Movement Area Training within six (6) months of hire and annually.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Maintain current Certified Stripe Hog Operator Certification (within 1 year of hire), Sight Line Airfield Marking Certification (within 1 year of hire)
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of airfield pavement, markings, landscape and other structures.
- Knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility. FAA FAR Part 139 Regulations, Airport (AC) Advisory Circular etc.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority
- with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching overhead, kneeling & crawling.
- Frequent typing.

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AIRFIELD TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician I performs technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. This role involves various tasks, including the maintenance of airfield paint markings, pavement condition indexing, and field conditioning, as well as ensuring security requirements are met. The Airfield Technician I performs daily grounds cleanup, manages trash and debris removal (Excluding Hazardous Materials, conducts pavement inspections, and conducts repairs on asphalt, concrete, and fencing.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts daily cleanup of grounds, roadways, and AOA areas, including the removal of trash and debris from airport property.
- Performs airfield grounds maintenance tasks, including pavement inspections, preventive maintenance, and repairs to ensure compliance with FAA FAR Part 139.
- Maintains proper grades at pavement shoulders, NAVAIDs, manholes, drop inlets, and other airfield appurtenances.
- Manages and maintains stormwater drainage components, including drop inlets, outfalls, riprap ditches, and detention ponds, to prevent ponding and ensure proper drainage.
- Conducts maintenance of painted lines and markings on runways, taxiways, aprons, parking lots, garages, and roadways.
- Cuts grass in and around airfield areas, including edge lights, signs, light lanes, and fence lines.
- Clears brush on hillsides, drainage ditches, and fence lines to maintain visibility and safety.
- Performs preparation work and painting of airfield markings to ensure compliance with FAA standards.
- Operates power equipment such as sweeper trucks, painting equipment, mowing equipment, air compressors, and front-end loaders.

- Maintains perimeter fencing and gates, performing right-of-way maintenance, including mowing, trimming, and herbicide application.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of this position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in working with heavy equipment, general construction, maintenance, or related field.
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.
- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.

- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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AIRFIELD TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician II performs technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. The Airfield Technician II is responsible for a full scope of airfield-related services, including the operation of light and heavy equipment, and provides training to co-workers on the safe use of construction and maintenance equipment. Additionally, the Airfield Technician II coordinates work with specialized airport divisions, performs preventative maintenance on equipment, and responds to airport emergencies while supporting first responders.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Functions as a lead operator to perform high-level maintenance operations in compliance with FAA guidelines using specialized heavy equipment such as Stripe Hogs, Street Sweepers, Front End Loaders, and Skid Steers.
- Provides on-the-job training and mentorship to co-workers, ensuring quality of work and operational efficiency.
- Oversees and monitors maintenance functions, ensuring technicians use the proper tools, equipment, and personal protective equipment safely and effectively.
- Reports and communicates issues, project statuses, daily log hours, materials used, and other relevant information to supervisors.
- Creates and maintains work records, including drafting and submitting airfield maintenance work orders, complaint resolutions, and FAA inspection records.
- Coordinates Airfield Maintenance personnel and resources, making priority determinations and confirming task completion.
- Responds to aircraft emergencies, facility equipment failures, pavement failures, and hazardous incidents, assisting as needed.
- Participates in the planning and execution of maintenance tasks to enhance the overall safety and efficiency of airport operations.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience working with heavy equipment, general construction, maintenance, or repairs, of which one year is in airfield maintenance.
- Or equivalent combination of education, training, and experience.
- Required to maintain current Certified Stripe Hog Operator Certification (within 1 year of hire),
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Sight Line Airfield Marking Certification (within 1 year of hire),
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.

- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to act as a lead and provide technical guidance to others.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.
- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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AIFIELD TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician III performs advanced technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. The Airfield Technician III is responsible for planning job layouts, estimating materials, and coordinating tasks to enhance and maintain airport assets effectively. This role also involves maintaining accurate work records, overseeing, and training employees, and promoting a collaborative work environment while upholding high standards of safety and operational efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads a team in performing airfield maintenance duties, ensuring high standards of safety, efficiency, and compliance with FAA regulations.
- Plans job layouts for maintenance activities, estimating materials and determining necessary equipment and tools for effective execution.
- Monitors, prioritizes, and inspects work activities to ensure compliance with FAA Part 139 regulations, specifications, codes, and safety standards.
- Oversees preventive maintenance activities to improve operational effectiveness and extend the lifecycle of airport assets.
- Responds to inquiries and provide information related to work assignments, resolving problems, and handling complaints effectively.
- Conducts pavement condition indexing and ensure proper maintenance of airfield paint markings and signage.
- Performs inspections and assessments of airfield grounds, roadways, and facilities to identify maintenance needs and ensure compliance.
- Assists in the development of maintenance schedules and work orders to optimize the use of resources and personnel.

- Participates in emergency response efforts as needed, providing support during incidents and ensuring the safety of airport operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience working with heavy equipment, general construction, maintenance, or repairs, of which one year is in airfield maintenance.
- Required to maintain current Certified Stripe Hog Operator Certification (within 1 year of hire),
- Sight Line Airfield Marking Certification (within 1 year of hire),
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.
- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to lead a team and manage projects.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.
- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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AIRPORT CONCESSIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Concessions, the Airport Concessions Manager is responsible for assisting with the administration of leases and contracts to ensure compliance with terms and conditions; monitoring business partner operations, and supporting the development of business and operational recommendations. The role involves maintaining positive relationships with business partners and conducting regular site visits. Additionally, the manager will assist with contract management, procurement activities, business partner compliance, and conflict management, while supporting the daily management of relationships between the Authority and its business partners.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Builds and maintains internal and external relationships to help achieve operational goals.
- Assists Concessionaire partners in promoting success by tracking and reviewing short-term and long-term performance metrics.
- Ensures compliance with leases and contracts by enforcing provisions related to insurance, surety, security, pricing, and collections.
- Prepares and provides input on a variety of financial reports, including the development of pro forma statements, break-even analyses, and cost-benefit evaluations.
- Prepares presentations to further the Authority's strategic business plan and supports new initiatives.
- Supports the financial performance of business lines by assisting with the preparation of the departmental budget.
- Assists with the development and management of procurements.
- Prepares and assists with the drafting of documents for Authority Board meetings.
- Manages daily interactions between the Authority and concession tenants; help resolve tenant and customer complaints or conflicts to ensure high-quality customer service.
- Supports events for Airport tenants including training seminars, meetings and special events and assistance with security clearance and badging.
- Ensures business partners submit required reports and payments on time and assists with collection of past due fees.
- Coordinates with other Authority departments and outside agencies as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; admitting mistakes and learning from them; and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Three (3) years experience in contract management, property management or related field such as multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park management or rental car concessions management, commercial property/shopping center management, or hotel management.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Five (5) years experience in contract management, property management or related field such as multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park management or rental car concessions management, commercial property/shopping center management, or hotel management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and skill in the use of Microsoft Word, PowerPoint, Excel, and Visio.

- Knowledge and skill in contract management, sales support and financial management.
- Skills and ability to administer and manage contract documents.
- Skilled in using logic, reasoning, and analytics to identify complex problems, evaluate alternative solutions, and develop valuable business insights.
- Skills and the ability to be organized while simultaneously prioritizing tasks.
- Ability to remain in compliance with policies and procedures.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking and standing
- Continuous sitting
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT CREDENTIALS SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Credentialing & Access Control Compliance Manager, the Airport Credentials Specialist is responsible for performing various administrative duties related to credentialing all Authority personnel and airport vendors/tenants. This role manages confidential correspondence while supporting the Credentialing and Access Control Compliance Manager. The Airport Credentials Specialist also answers inquiries regarding the badging and credentialing process and assists with research and information requests to ensure efficient operations within the department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Perform various administrative and confidential functions to support the Credentialing and Access Control Compliance Manager.
- Distributes detailed incoming and outgoing mail, electronic correspondence, and statements for the department manager or senior department manager.
- Answers inquiries related to the badging and credentialing process while handling sensitive security information and confidential records.
- Researches and responds to requests for information and assistance, assessing priority status and referring issues to the appropriate personnel as needed.
- Maintains accurate records of credentialing activities and ensure compliance with relevant regulations and policies.
- Assists in the development and implementation of credentialing procedures and best practices to enhance operational efficiency.
- Conducts periodic audits of credentialing records to ensure accuracy and compliance with established standards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Two (2) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Airport Duty Manager oversees and proactively leads the day-to-day safety, security, and efficiency of operations at the Authority. The Airport Duty Manager evaluates any incidents and escalates through Executive Management if required, initiating the Emergency Response Plans with little to no guidance. The Airport Duty Manager is responsible for all forward-planning operations for the Authority and ensuring the successful proactive management of the operation focused on safety, security, customer service, and efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures compliance with FAA and TSA and all other applicable regulations.
- Monitors airport operations and directs operations staff to ensure safe and efficient service to airport users.
- Provides leadership in emergencies, taking such action as needed to move equipment, settle public unrest, and make decisions in disputes - all to ensure the smooth functioning of the airport.
- Develops changes and additions to procedures to continuously improve airport operations' safety, security, and efficiency.
- Monitors all key performance indicators and proactively leads to address and/or mitigate any issues that may arise.
- Monitors customer feedback on social media and ensures immediate action on issues/opportunities where appropriate.
- Manages, maintains, and ensures the proper equipping of the Emergency Operations Center.
- Leads applicable training courses as directed.
- Coordinates and documents drills and addresses any issues or shortcomings identified with little to no guidance.

- Completes after-action reviews and proactively implements enhancements to better responses to events or situations.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Three (3) years experience in airport terminal operations at a medium-to-large airport, or related.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.

- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending/stooping, pushing, pulling, dragging & reaching overhead
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT EMERGENCY OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Airport Emergency Operations Manager is responsible for leading, developing, and implementing the emergency and contingency planning programs for the Authority. This position coordinates and directs emergency management, disaster operations, contingency planning, and support business continuity planning. The Airport Emergency Operations Manager supports the Incident Commander during activations, conducts operational drills and exercises, and ensures compliance with FAA and other state and federal requirements. Additionally, the Airport Emergency Operations Manager collaborates with various departments, agencies, and stakeholders to maintain current emergency plans and serves as the liaison to local, state, and federal emergency management agencies.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains the Authority's Airport Emergency Plan (AEP) per FAA requirements, including training, audits, drills, exercises, and coordination.
- Develops and maintains various emergency plan checklists, response, and airport recovery during natural or man-made disasters, major incidents, and accidents.
- Supports the Enterprise Risk Management Team to develop and update an effective business continuity plan.
- Serves as the primary coordinator for emergency preparedness and management, designing, communicating, and evaluating emergency response and contingency plans specific to Authority's operations.
- Analyzes and evaluates emergency plans across departments, ensuring they meet the Authority's current needs.
- Designs, coordinates, executes, documents, and facilitates exercise scenarios including table-top exercises, partial and full-scale drills, and multi-agency training to ensure that all employees understand entirely their roles and responsibilities as part of the AEP or other emergency response plans or operating procedures.
- Coordinates and reviews updates to tenants' and airline emergency response plans, ensuring alignment with the AEP and comprehensive emergency management.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Five (5) years of progressive experience in emergency management at a medium to large airport, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess or obtain, within 6 months of hire, a certificate from FEMA in National Incident Management System (NIMS) training.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Certified Emergency Manager (CEM) with the International Association of Emergency Managers.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of the NIMS and the Incident Command System (ICS) emergency response and recovery techniques.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER - AIRFIELD

GENERAL DESCRIPTION

Under the general direction of the Airfield Operations Duty Manager, the Airport Operations Manager - Airfield is responsible for overseeing aviation facilities management and operational and administrative duties encompassing both landside and airside operations. This position includes supervising airport safety programs and security functions while ensuring compliance with Federal Aviation Administration (FAA) and other relevant regulations. The manager is tasked with resolving operational issues related to airline passengers, airport guests, and public safety. The Airport Operations Manager also oversees inspections, construction projects, and emergency response efforts within the air operations area, ensuring adherence to all applicable regulations and ordinances.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

COMPENSATION: $75,000/annual

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responds to and participates in airport emergencies and irregular operations, establishing priorities and making critical decisions under pressure.
- Supervises the inspection of airport facilities, including runways, taxiways, and gate positions, to ensure safe and efficient operations.
- Coordinates with airport tenants and stakeholders to assess impacts on operations and develop responsive action plans.
- Reviews inspection reports of airport facilities to determine necessary repairs, replacements, or improvements.
- Oversees all construction projects within the air operations area, ensuring compliance with specifications and safety standards.
- Monitors events in the air operations area for compliance with regulations and initiate corrective actions as necessary.

- Maintains liaison with FAA, air traffic control, certification inspectors, airlines, and other stakeholders to ensure operational coordination.
- Serves as the primary point of contact for after-hours emergencies and irregular operations, ensuring prompt responses to issues.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Airport Operations, Business Administration, or related field.
- Five (5) years experience in airport operations at a medium to large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Frequently walking and sitting
- Frequent lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing
- Extreme exposure to weather, noxious fumes, and chemicals
- Occasional exposure to insects
- Navigate occasionally heights and confined areas
- Frequent exposure to excessive noise
- Constant use of car/light truck
- Occasional use of weed whacker, firearms, friction tester, and reflectometer

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER-AOC

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Operations Center, the Airport Operations Manager-AOC is responsible for overseeing the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. The role leads the team of shift supervisors responsible for calls relating to all airport operations and systems, including elevators, escalators, and shuttles. The Airport Operations Manager is also responsible for planning, training, budgeting supplies, coordinating schedules, and controlling personnel, material, and physical resources to achieve operational and organizational objectives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of direct reports, providing individualized training for job responsibilities and mentorship to foster professional growth.
- Responsible for room staffing, supervision, and maintaining an effective and efficient overall operation within the Airport Operations Center (AOC).
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective actions or disciplinary measures when required.
- Ensures compliance with authority standards regarding personal appearance among direct reports, promoting a professional work environment.
- Oversee the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages all training and qualifications associated with the operational functions of the Airport Operations Center (AOC), including Simplex Alarms protocols, shuttle management, security access, and terminal/airfield communications.
- Manages the emergency evacuation plan and transfers responsibilities for the Airport Operations Center.
- Manages emergency incidents by acting as the liaison between the Authority and all responding mutual aid resources. This includes activating the Incident Command Center and fulfilling the role of the ESF2 (NIMS) function until the Senior Manager arrives.

- Analyzes team performance, identifying and implementing changes to improve teamwork, efficiency, and effectiveness.
- Assists in developing and implementing a unique Integrated Operations Center (IOC) founded on trust and a shared common purpose.
- Champions innovation by overseeing the IOC capability and mission, ensuring alignment with operational goals.
- Assists in leading the development of integrated, efficient, and effective processes to execute the IOC mission.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Comply with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS

- Bachelor's degree in public or business administration, Airport Management, or related field.
- Four (4) years' experience in aviation, emergency operations, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of how Airport Operations is an integral part of maintaining employee and passenger safety at the airport.
- An ability to establish clear direction, motivate teams, defuse conflict, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- The ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and people with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER–TERMINAL

GENERAL DESCRIPTION

Under the general direction of the Terminal Operations Duty Manager, the Airport Operations Manager–Terminal is responsible for assessing, evaluating, coordinating, and overseeing all aspects of airport operations to ensure a premier customer experience. This role maintaining a safe and secure environment through regular inspections. Additionally, the position involves managing emergency response efforts, resolving operational issues related to airline passengers and tenants, and ensuring compliance with federal, state, and county regulations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Supervises airport facilities and safety functions, ensuring compliance with relevant regulations and standards.
- Conducts regular inspections of Airside, Landside, and Ground Transportation areas to maintain a safe and secure airport environment.
- Resolves operational problems involving airline passengers, airport guests, tenants, public safety, and security in a timely manner.
- Manages and coordinates emergency response efforts related to safety, security, and aircraft incidents.
- Provides information and guidance to representatives of various agencies, governmental officials, and employees regarding airport regulations and procedures.
- Oversees inspections of airport facilities, apron areas, gate positions, terminal buildings, and ground transportation lots to ensure compliance and safety.
- Manages the allocation of aircraft parking gate and hardstand resources to maximize efficiency and minimize customer impacts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Three (3) years experience in airport terminal operations at a medium-to-large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to communicate effectively orally and in writing.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS SPECIALIST-AIRFIELD

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager-Airfield the Airport Operations Specialist-Airfield is responsible for overseeing airport operations, aviation administration, and facilities management. This role includes monitoring airport facilities, safety programs, security functions, and various operations to ensure effective passenger and public services. The primary focus is to ensure compliance with Federal Aviation Administration (FAA) regulations, including FAA 14 CFR Part 139, as well as other federal, state, and city regulations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors and ensures adherence to all applicable federal, state, and local regulations, including FAA FAR Part 139 and TSA 49 CFR Part 1542 requirements. Implements critical airport documents and regulatory manuals, including the Airport Certification Manual (ACM), Wildlife Hazard Management Plan (WHMP), Airport Emergency Plan (AEP), and the Airport Security Plan (ASP). Works closely with management to ensure these documents remain accurate, relevant, and aligned with current airport operations and regulatory mandates. Assists in developing procedures for responding to aircraft accidents, fires, or other emergencies to ensure safety and preparedness.
- Inspects airport facilities, including runways and lighting, to identify necessary repairs, replacements, or improvements.
- Assists in enforcing aircraft parking regulations, monitoring compliance with applicable ordinances, and initiating corrective actions as needed.
- Issues NOTAMs (Notice to Airmen) when required by airport conditions, ensuring timely communication of important information to stakeholders.
- Performs daily, nightly, periodic, and special airfield inspections to maintain safety and operational efficiency.
- Responds to airfield operational concerns promptly, addressing issues to ensure smooth airport operations.

- Execute and support the implementation of the Wildlife Hazard Management Plan, including the use of both lethal and non-lethal firearms, trapping, dispersal techniques, and accurate documentation of wildlife observations and activities.
- Addresses and resolves issues raised by airport tenants and the public, maintaining a focus on customer service and satisfaction.
- Manages and supports ongoing operational and compliance-related projects. Collaborates with internal departments, consultants, contractors, and regulatory agencies to support project goals, timelines, and compliance requirements.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree or equivalent
- Less than one (1) year experience in the Aviation industry
- Or equivalent combination of education, training, and experience
- Obtain and maintain position-appropriate NIMS & emergency management training
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver's License

PREFERRED QUALIFICATIONS

American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Frequently walking and sitting
- Frequent lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling and climbing
- Extreme exposure to weather, noxious fumes, and chemicals
- Occasional exposure to insects
- Navigate occasionally heights and confined areas
- Frequent exposure to excessive noise
- Constant use of car/light truck
- Occasional use of weed whacker, firearms, friction tester, and reflectometer

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRPORT OPERATIONS SPECIALIST-AOC

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager-AOC or the AOC Public Safety Manager, the Airport Operations Specialist-AOC is responsible for overseeing daily operations of the Airport Operations Center (AOC). This position entails managing personnel and coordinating activities related to AOC and dispatchers. The Supervisor serves as a key point of contact for stakeholders, including airlines, regulatory agencies, and airport tenants, facilitating effective communication and collaboration.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees daily operations of the Airport Operations Center (AOC), coordinating and administering assigned programs and resources effectively.
- Provides consultation to customers on matters related to operational areas, addressing inquiries and providing solutions.
- Assists in developing and implementing operational policies and procedures to enhance service delivery.
- Monitors and reports on key performance indicators (KPIs) related to airport operations, identifying trends and areas for enhancement.
- Participates in emergency response planning and training, ensuring staff readiness to handle incidents effectively.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Public Safety, Communications or related field.
- Less than one (1) year experience working as a public safety dispatcher, or related field.
- Or equivalent combination of education, training, and experience.
- Must have Florida Department of Health 911 Public Safety Telecommunicator (PST) Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of public safety and dispatch, best practices, and procedures.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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AOC DISPATCHER II

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager, the AOC Dispatcher II is part of the Airport Operations Center team that supports Authority's operations, public safety and security activity within the airport and surrounding area 24 hours a day. The position is responsible for answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required. The AOC Dispatcher II also conveys essential information to airport personnel and the public while maintaining accurate records and supporting public safety operations within the airport environment.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Receives incoming 911 emergency and non-emergency calls for assistance, make inquiries to solicit relevant information, and assess information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.
- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.

- Activates the Authority emergency communication notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operations impacts.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arriving at the emergency location.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in Public Safety, dispatching calls for assistance or related field.
- Or equivalent combination of education, training, and experience.
- Successful completion of designated airport operations or law enforcement dispatcher training programs, including possession of all required certifications.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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ASSISTANT GENERAL COUNSEL

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer, the Assistant General Counsel supports the legal functions of the Authority by undertaking a diverse range of legal responsibilities. The position also assists Authority in-house and contracted lobbyists with legislative drafting and interpretation. This role ensures contracts and agreements comply with relevant federal, state, and local regulations and operating directives. Familiarity with the Florida Public Records Act and Florida Sunshine Law is desirable. The Assistant General Counsel participates in local, state, national, and international bar associations and/or industry trade groups. Additionally, the Assistant General Counsel helps to ensure clarity, consistency, and compliance with regulatory standards in contracts and agreements.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Depending on assignment this role may supervise others
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews and drafts various legal documents, including but not limited to contracts, grant agreements, and vendor agreements.
- Examines leases, easements, permits, and similar documents for compliance and accuracy.
- Provides research services on diverse legal issues and compiles memoranda of law.
- Engages in administrative dispute resolution to facilitate conflict resolution.
- Oversees litigation handled by external counsel, ensuring alignment with the Authority's interests.
- Attends depositions, court hearings, and other legal proceedings on behalf of the Authority.
- Attends administrative hearings as required to represent the Authority's position.
- Monitors changes in legislation and regulations impacting the Authority.
- Provides legal advice and guidance to various departments within the Authority.
- Collaborates with external legal counsel to ensure effective legal strategies are implemented.
- Prepares and coordinates annual audit review.
- Provides letter opinions to support various municipal finance transactions.
- Provides certificates of compliance to support the federal grant process.
- Accountable for the well-being and support of direct reports, providing individual training for job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with Authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's degree from an accredited college or university
- Ten (10) years experience in legal, insurance, construction, finance, or real property.
- Licensed Attorney in the State of Florida.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prior experience providing legal support for a government entity.
- Board Certification by the Florida Bar.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local laws relevant to aviation, contracts, leases, and other legal documents.
- Skill in legal research methodologies and resources to analyze and interpret complex legal issues effectively.
- Knowledge of contract principles and practices, including contract drafting, negotiation, and interpretation.
- Knowledge of regulatory requirements and compliance standards governing airport operations, particularly in Florida.
- Knowledge of administrative and litigation processes, including case management, discovery, and courtroom procedures.
- Skill in negotiation techniques to secure favorable terms and resolve disputes in contracts and agreements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Occasional lifting of 20lbs
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AUDIT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Internal Audit, the Audit Manager is responsible for managing and directing audit activities related to complex financial or program operations within various departments, agencies, and external organizations that have contractual relationships with the Authority. This role ensures compliance with established procedures and evaluates the effectiveness of internal controls. This position performs complex test work while assigning, reviewing, and supervising work of less experienced auditors. The Audit Manager also plays a key role in formulating the annual audit plan, planning audit objectives, and providing guidance on proper documentation and analysis methods to support audit findings and recommendations. This position maintains a high level of integrity and transparency of the Authority's operations through rigorous and effective auditing practices.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans, coordinates, and performs assurance and consulting engagements from beginning to end in accordance with the annual audit plan.
- Oversees the execution of audit activities, ensuring compliance with professional and departmental standards while monitoring work progress.
- Provides direction on proper documentation techniques, data gathering, and analysis methods to support audit findings and recommendations.
- Reviews and evaluates completed audit work for accuracy and adequacy, ensuring sufficient supporting documentation is present for all findings.
- Responsible for highly complex areas of engagement while providing support to audit staff in their performance of less complex areas.
- Liaises with Legal Affairs regarding interpretations of laws, rules, regulations and contracts.
- Prepares comprehensive reports on audit findings for presentation to senior management, highlighting critical issues and recommendations for improvement.
- Collaborates with other departments and stakeholders to address audit findings and implement necessary changes to improve operations.
- Identifies and communicates issues and offers recommended solutions relent to business and risk.
- Evaluates issues identified for inclusion in report.

- Participates in periodic project status meetings with staff to discuss progress, challenges, and resource needs related to audit activities.
- Ensures regular communication with management regarding audit progress, technical issues, and any concerns that may arise during the audit process.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Accounting, Business or Public Administration or related field.
- Four (4) years of professional Auditor experience.
- Two (2) years of supervisory experience.
- Or an equivalent combination of education, training and experience.

- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- If not currently a Certified Internal Auditor, will be expected to become certified by end of second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience as a professional Auditor in the aviation industry.
- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Skill in handling competing priorities to meet deadlines and commitments.
- Knowledge of governmental accounting principles and public administration practices to ensure compliance and effectiveness in audit processes.
- Ability to stay informed on revisions to applicable Authority, Department, and professional policies, procedures and standards to ensure conformance.
- Knowledge of local, state, and federal laws, ordinances, rules, guidelines, and regulations related to fiscal management of government agencies, including those funded by federal grants.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Sitting up to 6 hours per day
- Occasional standing & walking
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

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AUTOMATED PEOPLE STYSTEMS MANANGER

GENERAL DESCRIPTION

Under the direction of the Senior Manager, the Automated People Mover Systems Manager at Tampa International Airport is responsible for overseeing and managing contracts related to all people moving train systems including the MHI SkyConnect system and the Alstom airside shuttle transportation system, both systems are a vital component of the airport's Fixed Guideway Transportation Systems (FGTS).This role requires specialized knowledge of aviation systems, contract administration, and adherence to Florida Department of Transportation (FDOT) regulations. The Contract Manager will work closely with vendors, regulatory bodies, and internal stakeholders to ensure seamless operations and compliance with all regulatory standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop, negotiate, and manage contracts related to the MHI SkyConnect system
- Develop, negotiate, and manage contracts related to the Alstom airside shuttle system
- Ensure all contracts comply with federal, state, and local regulations, particularly FDOT regulations concerning FGTS.
- Monitor contract performance, ensuring adherence to terms, conditions, and quality standards.
- Establish and maintain effective relationships with MHI SkyConnect vendors and service providers
- Establish and maintain effective relationships with Alstom airside shuttle system
- Conduct regular performance reviews and assessments of vendors to ensure compliance with contract terms and performance standards
- Prepare and submit required documentation and reports FDOT to demonstrate compliance.
- Collaborate with internal teams, including IT, operations, and maintenance, to ensure system functionality and reliability
- Manage project timelines, budgets, and resource allocation to ensure timely completion of projects
- Develop and manage budgets related to the MHI SkyConnect system Alstom airside shuttle system and associated contract services
- Monitor expenditures to ensure cost-effective solutions and adherence to budget constraints

- Prepare financial reports and forecasts for senior management, highlighting cost savings and budgetary compliance
- Serve as the primary point of contact for all contract-related inquiries and issues concerning the Alstom airside shuttle system and MHI SkyConnect system
- Prepare and present detailed reports on contract status, performance metrics, and regulatory compliance
- Prepares contract work scope drafts, bid schedules, pay applications and other related documents for review.
- Reviews and acts on contract management, administrative, and operational problems.
- Performs other related duties as required
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Four (4) years of experience in maintenance contract management and budget responsibility, or related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Construction Management, Facilities Management, Business Administration, or a related field.
- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of contract management principles, practices, and objectives.
- Ability to effectively coordinate resources and manage these resources to a successful contract outcome.
- Ability to analyze the risks and future impact of decisions.
- Ability to establish and maintain effective working relations with others within and outside their own organization.
- Ability to collect, organize and analyze data and develop logical conclusions.
- Ability to effectively utilize Microsoft Office and Oracle programs.
- Skill in developing tracking systems to monitor work progress.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 50 lbs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

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AV ENGINEER III

GENERAL DESCRIPTION

Under the general direction of Senior Manager of Digital Technologies, the AV Engineer III plays a key role in supporting the development, deployment, and management of digital technologies aimed at enhancing passenger experiences and improving operational efficiency for the Authority. This position focuses on assisting with the integration of audiovisual (AV) systems, digital signage, LiDAR technology, and various passenger processing solutions. The engineer works closely with cross-functional teams, stakeholders, and technology vendors to facilitate the effective implementation of these technologies. Additionally, the AV Engineer III assists in managing IT technical tasks, addressing unique challenges, and supporting critical operational activities that directly impact the travel experience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes digital technology projects, ensuring they are completed on time and within scope.
- Teams with internal departments and external vendors to facilitate successful project outcomes and seamless integration of technology solutions.
- Participates in the development and implements efficient systems for passenger processing, streamlining check-in, security, and boarding processes to improve overall efficiency.
- Influences the inputs for detailed reports on technology performance, project status, and innovation initiatives to inform decision-making.
- Ensures all digital technology implementations comply with relevant regulations and standards, implementing robust security measures to protect sensitive data.
- Executes service requests and incidents within the IT Service Management (ITSM) tool to maintain operational efficiency and responsiveness.
- Continually evaluates opportunities for improving efficiency and effectiveness in issue resolution and enhancing technology services provided to stakeholders.
- Facilitates the integration of audiovisual (AV) systems, digital signage, and LiDAR technologies, enhancing the passenger experience and optimizing operational workflows.
- Monitors and manages service requests and incidents within the IT Service Management (ITSM) tool, ensuring operational efficiency and timely resolution.
- Supports user needs and experiences in technology implementations, ensuring that solutions effectively address business requirements.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in information systems, Computer Science, Management Information Systems, Computer Engineering, or other related field.
- Two (2) years of experience of applicable information technology experience in user support of desktops, applications, printers, peripherals, cabling**.**
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital technology systems, including their design, implementation, and maintenance, particularly in an airport setting.
- Knowledge of industry standards and best practices related to technology integration and operational efficiency within airport environments.

- Knowledge of project management principles, including budgeting, planning, and execution of digital technology projects to ensure successful outcomes.
- Knowledge of relevant regulations and compliance standards pertaining to airport operations and digital technologies, ensuring adherence in all initiatives.
- Ability to analyze and interpret data from systems performance, user feedback, and operational metrics to drive technology enhancements and improvements.
- Ability to demonstrate initiative, manage multiple priorities, and maintain focus on critical tasks in a fast-paced and dynamic environment.
- Knowledge of emerging technologies and trends in digital systems to inform strategic decisions and enhance operational capabilities.
- Ability to troubleshoot and resolve technical issues efficiently, ensuring minimal disruption to operations.
- Skill in facilitating training and knowledge transfer sessions for staff and stakeholders on new technologies and best practices.
- Ability to adapt to changing technology landscapes and evolving business needs, demonstrating flexibility in approach and execution.
- Knowledge of budgeting and resource allocation principles to effectively manage project costs and maximize return on investment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BOARD SERVICES ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer or an Assistant General Counsel, the Board Services Administrator is responsible for performing complex and highly independent administrative support duties for the Board Members of the Authority. This role requires direct knowledge of confidential interactions involving Board Members with both internal projects and external stakeholders. The Administrator engages with the Chief Executive Officer, senior staff, private sector representatives, and state and local governmental officials, ensuring that all communications uphold a positive image for the Authority.

The Administrator may also provide administrative support to the Chief Legal Office, ensuring the smooth operation of the Office. As part of this role, the Administrator manages the Chief Legal Officer's calendar and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Administrator interacts regularly with the Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares and coordinates all functions related to the monthly meetings of the Authority's Board, including the agenda, minutes, resolutions, and PowerPoint presentations.
- Maintain adherence to the Board Calendar by tracking key dates and ensuring staff meet all Board-related deadlines and deliverables.
- Coordinates and prepares correspondence for Board Members, drafting appropriate responses to public inquiries as needed.
- Reviews and prepares PowerPoint presentations and other informational materials for presentations to or by Board Members.
- Maintains the Authority Policy and Procedure Manual, ensuring it is up-to-date and accessible while tracking historical changes and archived versions for reference.
- Ensures the confidentiality of sensitive information related to Board Members and their interactions with various stakeholders.
- Facilitates effective communication between Board Members and the Chief Executive Officer, senior staff, and external representatives.
- Supports the Board in achieving its strategic objectives by providing timely administrative assistance and coordination of activities.

- Post Board Agenda, Board Minutes and Agreements on the Authority website in a timely and accurate manner, ensuring public accessibility and compliance with transparency requirements.
- Responsible for preparing Verbatim Transcripts and official Minutes of Board Meetings, ensuring accuracy, completeness, and timely distribution.
- Manages the Chief Legal Officer's schedule for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Manages the flow of information and communication from the Chief Legal Officer to staff and other leadership team members.
- Prepares and reconciles expense reports, including travel expenses, in the electronic filing system.
- Serves as a liaison to the Leadership Team, facilitating communication between the Chief Legal Officer and their direct reports.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently.
- Assists in the preparation of materials for meetings, including presentations and reports.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals of the department.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the organization's bylaws, charter, and mission to ensure compliance and alignment in all activities.
- Knowledge of governance principles, including legal and ethical responsibilities associated with Board operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FIRE SYSTEM TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of a Electronics Supervisor, the Fire System Technician is responsible for the installation, maintenance, and repair of fire systems within various facilities. This role is responsible for maintaining existing fire systems, fire codes, and pipe fitting techniques for the Authority. The Fire System Technician executes repairs on fire sprinkler systems, follows design plans, maintains detailed records and fire code compliance, and communicate necessary design changes to accommodate site requirements.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs fire suppression equipment in new construction or retrofit projects to ensure compliance with safety standards.
- Performs corrective repairs on existing fire sprinkler systems to maintain functionality and compliance with fire codes.
- Interprets system blueprints and accurately fit pipes to meet the specifications of various sprinkler systems.
- Delivers materials to job sites and perform minor fabrication as needed to support installation and repair activities.
- Conducts routine inspections of fire systems to identify potential issues and ensure ongoing compliance and safety.
- Documents work performed, including repairs and installations, to maintain accurate records and ensure accountability and compliance.
- Coordinates inspections, deficiency corrections, and repairs with fire system vendors.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience with fire systems and pipefitting.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fire prevention and life safety principles to ensure compliance with safety regulations and standards.
- Knowledge of pipefitting techniques and related fire protection codes and standards to ensure proper installations and repairs.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather, excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Building Maintenance Manager, the Building Supervisor oversees the maintenance and repair activities of skilled trades and maintenance personnel for the Authority. This role is responsible for estimating materials and determining equipment needs for various tasks. Additionally, the Building Supervisor will develop and update maintenance policies and procedures, monitor compliance with safety standards, and ensure operational efficiency while maintaining accurate records and reports of all work performed.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts and creates drawings or sketches for maintenance personnel to execute tasks effectively.
- Creates requisitions for equipment, tools, and materials in a timely manner to meet maintenance and construction schedules.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with construction and maintenance requirements.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction or in facility maintenance and repairs.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and plumbing systems.

- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to respond effectively to emergencies and address issues in a timely manner to ensure operational continuity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING MAINTENANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Facilities, the Building Maintenance Manager oversees the maintenance and repair of all Authority-owned facilities. This role encompasses both managerial and administrative duties, including estimating materials, determining equipment needs, and coordinating construction projects. The manager supervises employees and monitors contractors engaged in building maintenance and repair, ensuring compliance with specifications and contract integrity. Additionally, the Building Maintenance Manager establishes preventive maintenance programs, manages an equipment safety inspection program, and provides technical advice and training to staff while maintaining safety and operational standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manages the installation, inspection, maintenance, and repair of plumbing systems, flooring, carpentry, specialized equipment, outside structures, and roofing systems.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the longevity of facilities and equipment.
- Manages an equipment safety inspection program, conducting periodic inspections to guarantee proper maintenance and safety compliance.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and contract integrity.
- Creates requisitions and maintains an inventory of replacement parts and materials to facilitate timely completion of maintenance tasks.
- Prepares technical specifications for equipment acquisition and repair projects to meet operational needs.

- Creates and manages departmental budgets, ensuring efficient allocation of resources for maintenance operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, in facility maintenance or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and plumbing systems.
- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING MAINTENANCE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Building Maintenance Supervisor, the Building Maintenance Technician II plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as plumbing, carpentry, and painting. This position involves leading repairs on plumbing systems, drywall, locks, roofs, and various equipment, as well as painting both interior and exterior surfaces to maintain the aesthetic appeal and functionality of buildings. The Building Maintenance Technician II operates a variety of power equipment and may drive to different work sites as needed. Additionally, the Technician will manage and train a workgroup's daily activities, contributing to the overall effectiveness and efficiency of maintenance operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs skilled repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Participates in the erection of small structures and conduct complex alterations and repairs in plumbing, brick, cement, and carpentry.
- Paints both interior and exterior surfaces of buildings to maintain aesthetic appeal and protect against wear and tear.
- Operates power equipment such as drain machines, jetters, lifts, drill presses, threading machines, air compressors, and gas-operated saws.
- Manages and train workgroup personnel in safe operational practices and maintenance procedures.
- Assists in inventory management of tools, equipment, and materials necessary for maintenance tasks.
- Reports any maintenance issues or safety hazards to the Building Supervisor for resolution.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Extensive knowledge of safety procedures and the proper use of safety equipment in building maintenance.
- Skill in the use of hand and power tools, including electrical and gas-operated equipment used in construction and maintenance tasks.
- Ability to read and interpret blueprints, drawings, and technical specifications accurately.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION:

Under the general direction of a Building Maintenance Supervisor, the Building Maintenance Technician I plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as plumbing, carpentry, and painting. This position involves repairing plumbing systems, drywall, locks, and roofs, as well as painting both interior and exterior surfaces to maintain the visual appeal and functionality of the buildings. The Building Maintenance Technician I is responsible for safely operating equipment, driving to various work sites, and maintaining cleanliness upon task completion.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Repairs and maintains drywall, furniture, locks, and roofs to enhance safety and aesthetics within the facilities.
- Paints interior and exterior surfaces of buildings to maintain visual appeal and protect against wear and tear.
- Operates lifts and motorized equipment safely to facilitate various maintenance tasks efficiently.
- Conducts thorough cleaning of work sites upon task completion to maintain a safe and organized environment.
- Assists and supports other trades as needed based on operational requirements.
- Monitors and reports any safety hazards or maintenance needs identified during service calls or inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after an emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Knowledge of safety procedures and regulations related to maintenance tasks to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Lifting up to 50 Ibs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING SERVICE PLUMBER

GENERAL DESCRIPTION

Under the general direction of a Building Maintenance Supervisor, the Building Service Plumber performs skilled plumbing work involving the installation, repair, and maintenance of plumbing systems, including water lines, pumps, and underground water and sewer lines. This position operates at the journeyman level, focusing on general maintenance and repair tasks within airport buildings and related facilities, as well as participating in limited construction activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Inspects, repairs, and maintains all plumbing systems, including water, sanitary, and industrial waste lines, ensuring compliance with all applicable codes.
- Inspects and repairs vents, storm drainage systems, special piping systems, and associated fixtures, including building drains and water service pipes.
- Responds to plumbing emergencies, troubleshooting issues and using building plans, diagrams, and blueprints to locate and isolate malfunctions.
- Installs, repairs, and maintains pumps for lift stations to ensure optimal functionality.
- Performs regular cleaning and preventative maintenance tasks on plumbing equipment to maintain proper functioning and longevity.
- Tests and repairs backflow preventers to ensure compliance with safety regulations and functionality.
- Performs other duties related to Facilities Maintenance
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Performs other duties as assigned.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three(3) years experience in plumbing, construction or related field.
- Or equivalent combination of education, training, and experience.
- Must achieve QMP Certification (on-the-job technical training, and a formalized plumbing training course) within one (1) year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Journeyman Plumbing license or similar accreditation level**.**
- Backflow Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of plumbing systems, including installation, repair, and maintenance practices for water, sanitary, and industrial waste lines.
- Knowledge of applicable codes and regulations governing plumbing work to ensure compliance during all tasks.
- Knowledge of storm drainage systems, vents, and special piping systems, including their fixtures and appurtenances.

- Knowledge of safety procedures and practices related to plumbing work and maintenance operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Business Analyst will conduct regular analysis of Airport Concessions, Ground Transportation, and other business lines using diverse data sources. The primary objective is to contribute to decision-making processes, optimize revenue streams, establish budgets, streamline processes and enhance overall customer service. This position involves collaborating with various departments and stakeholders to convert analytical findings into comprehensive reports and innovative concepts and make actionable recommendations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes concessions and ground transportation data.
- Provides insights to department leaders on trends, anomalies, issues, and opportunities.
- Leads and creates monthly financial reporting across all business lines, including presentations and reports for executive management.
- Generates insightful reports from the Business Intelligence System and other data sources.
- Works with external stakeholders, including local General Managers, to ensure two way sharing of information and insights
- Conducts ad hoc reports such as benchmarking analysis.
- Uses data and information to keep department leaders apprised of various aspects of Concessions and Ground Transportation.
- Interprets various sources of data and converts findings into reports, ideas, and recommendations.
- Develops, manages, forecasts, and analyzes departmental budgets.
- Evaluates new lines of business through various financial analyses (pro forma, break-even scenarios, cost-benefit analysis).
- Monitors and reports changes in passenger behavior affecting financial performance by analyzing multiple data sets and external factors.
- Support customer research and survey programs to aid decision-making.
- Contributes to decision-making based on research findings.
- Contributes to future plans in monthly presentations and reports.

- Collaborate with stakeholders and other departments for compliance with revenue control and audit processes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Finance, Economics, or related field.
- Two (2) years of experience in data analysis, findings presentation, and recommendation provision with organizational forecasting and contributing to strategic plans aligned with organizational objectives.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience in aviation or public sector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of financial principles, practices, and procedures related to budgeting, forecasting, and financial reporting.

- Knowledge of utilizing Business Intelligence Systems for generating reports and extracting actionable information.
- Knowledge of relevant key performance indicators (KPI)s and metrics in the concessions and ground transportation industry.
- Ability to conduct independent studies and research to gather relevant information.
- Ability to problem-solve and identify opportunities for improvement.
- Ability to set priorities, meet deadlines, and manage multiple tasks efficiently.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (CONCESSIONS AND COMMERCIAL PARKING)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Business Office Manager (Concessions and Commercial Parking) will manage a wide variety of business office functions supporting the Vice President and the Senior Leadership team. The Business Office Manager will be responsible for data collection and coordination of the department's budget and considered the liaison for Concessions and Commercial Parking. The position manages the execution of purchase orders, requisitions, expense reporting and invoice processing. May be tasked with ongoing project coordination of department and/or Authority-wide initiatives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project focused duties supporting a Vice President (VP) of Concessions and Commercial Parking and Department Directors.
- Manages general administrative duties and processes for the Concessions and Commercial Parking Department.
- Provides liaison and coordination with other departments, suppliers and Concessions and Commercial Parking partners.
- Manages general administrative duties, streamlining processes to enhance departmental efficiency.
- Coordinates communication and collaboration between departments, suppliers, tenants, and real estate partners.
- Prioritizes the VP's calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes invoices related to departmental activities and special projects.
- Implements improvements to administrative policies and internal workflows to enhance operational effectiveness.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Manages and coordinates events related to Concessions and supports tenant engagements, ensuring successful execution.

- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports. Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associates Degree in Business Management, Business Administration, Public Administration, related field.
- Previous experience with expense reporting systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of budget management.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to initiate projects and presentations based on department needs.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (GENERAL AVIATION)

GENERAL DESCRIPTION

Under the general direction of the Vice President of General Aviation, the Business Office Manager (General Aviation) manages various department functions supporting the Vice President (VP) and Senior Managers. This role is responsible for the overall effectiveness of the department and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day office management services for General Aviation.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project-focused responsibilities supporting the General Aviation department leadership.
- Acts as liaison between General Aviation and other departments including, but not limited to, the Finance, Procurement and Real Estate departments.
- Researches, collects, and interprets data, and compiles statistical and analytical reports.
- Prioritizes the calendar, focusing on urgent requests and important communications to ensure timely responses.
- Creates presentation materials and summary reports, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of department heads.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.
- Participates in Authority meetings related to General Aviation activities as needed (Events, Internal and External Stakeholder meetings and Town Halls, etc.).
- Proofreads printouts, reports and other documents/forms used by assigned General Aviation Partners in order to identify and eliminate errors.

- Works closely with General Aviation Partners to assist in the coordination of events, employee recognition events, community service projects and other program(s) and events aimed at maintaining a positive culture with the Authority and Tampa Bay Community.
- Schedules department team building or other group meetings and facilitates agendas, meals, event space requests, etc. Tracks, monitors and manages office supply inventory and approves general supply orders.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependable:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Sitting, standing and walking up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional lifting up to 25lbs
- Constant typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (HUMAN RESOURCES)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources and Enterprise Risk Management, the Business Office Manager (Human Resources) plays a crucial operational and administrative support role within the Authority's Human Resources Department. The Business Office Manager provides high-level administrative support to department heads. The position manages the execution of purchase orders, requisitions, expense reporting and invoice processing. This role fosters a collaborative environment while maintaining the integrity of sensitive and confidential information.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently performs a wide range of office management and project-focused responsibilities to support Human Resources leadership.
- Acts as a liaison between HR, Administration, and other departments, including Finance and Procurement, for budget, requisition, purchase order, and invoice inquiries.
- Prioritizes the Vice President's (VP) calendar, focusing on urgent requests and essential communications to ensure timely responses.
- Initiates purchase orders and processes invoices for departmental activities and special projects.
- Implements improvements to administrative policies and internal workflows to enhance operational effectiveness.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Creates presentation materials and summary reports for the VP, aiding in effective stakeholder communication.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Manages Board-related and legal items for the Human Resources department.

- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, and spreadsheets for approval by the VP and department heads.
- Participates in Authority meetings related to Human Resources activities, such as Health Fairs, Open Enrollment, and Town Hall Meetings.
- Assists with coordinating employee recognition events, community service projects, and other initiatives that enhance organizational culture.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with expense reporting system software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of budget management.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to initiate projects and presentations based on department needs.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (MAINTENANCE)

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance , the Business Office Manager (Maintenance) manages various department functions supporting the Vice President (VP), Directors, and Senior Managers. This role is responsible for the overall effective administration of the VP and Director's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Maintenance.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages the administrative staff for Maintenance, including Work Control.
- Independently performs various office management and project-focused responsibilities supporting the Maintenance department.
- Researches, collects, interprets data, and compiles statistical and analytical reports.
- Independently determines priority status for the Directors
- and Vice President's calendars giving special attention to requests that reference important matters received or observed, such as incoming communications (email, correspondence, statements, face-to-face meetings requests, phone calls, and internal staff actions).
- Initiates annual purchase orders, requisitions, and expense reports.
- Processes incoming invoices for departments and/or project-specific work.
- Assists in managing Board-related and Development Committee items for Maintenance.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals, signatures, formatting, grammatical construction, and typographical errors.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration or related field
- Four (4) years experience in administrative office management.
- Two (2) year supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (MARKETING)

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Business Office Manager (Marketing) manages various department functions supporting the Director of Marketing and the Marketing & Communications Department. The Business Office Manager is responsible for data collection and coordination of the department's budget and managing the day-to-day operations of the office. The position is also responsible for managing the execution of purchase orders, requisitions, expense reporting, invoice processing and may be tasked with ongoing project coordination of department and/or Authority-wide initiatives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project focused duties supporting the Director of Marketing and manages general administrative duties and processes for the Marketing Department.
- Coordinates with other departments, suppliers, and Marketing partners.
- Prioritizes the Directors' calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes requisitions, invoices and expense reports related to departmental activities and special projects.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Creates presentation materials and summary reports for leadership, aiding in effective communication with stakeholders.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates forecasts and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes. Enters all budget items into Hyperion system used by Finance Department.
- Tracks the marketing funds and manages the reimbursement portion of the Air Service Incentive Program, reviewing and ensuring reimbursements are paid to airlines in a timely manner and do not exceed amounts set by Finance Department.

- Tracks and manages office supply inventory. Builds the Registration site and manages all aspects of participant registration process for TPA's annual 5K on the Runway and key vendors for race logistics, including the race-timing company.
- Administers Authority-wide United Way Employee Giving Campaign.
- Manages the financials of both TPA's 5k on the Runway and the United Way Giving Campaign.
- Reviews on a weekly basis the nonstop destinations listed on TPA's web site with the Air Service Development team and facilitates making necessary updates and changes.
- Serves as the department's Central Records Custodian, back-up Safety Officer, and maintains department's Continuity Business Plan.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional sitting & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (OPERATIONS)

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Operations Support, the Business Office Manager manages various department functions supporting the Vice President (VP), Directors, and Senior Managers in Operations Department. The Business Office Manager also provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Operations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently performs a wide variety of office management and project-focused responsibilities supporting the Operations department leadership.
- Acts as liaison between Operations and other departments, including, but not limited to, the Finance, Procurement, and Real Estate departments.
- Aids in creating, updating, and implementing procedures within the Operations.
- Manages and coordinates the maintenance of operational manuals and related documents.
- Administers the Authority's Voluntary Noise Abatement Program, handling resident complaints and deviations, liaising with Federal Aviation Administration (FAA), and aiding in presentations and communication.
- Supports procurement activities within Operations.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Assists Aircraft Rescue and Firefighting (ARFF) with requisitions and other necessities.
- Coordinates events when required.
- Manages directed projects, initiatives, and operational plans.

- Coordinates and maintains Federal Communications Commission (FCC) licenses held by the Authority.
- Addresses issues raised by airport tenants and the public.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Teamwork:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Highschool/GED
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.

- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Occasional lifting up to 25 pounds
- Continuous sitting
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (PLANNING & DEVELOPMENT)

GENERAL DESCRIPTION

Under the general direction of the Vice President (VP) of Planning & Development (P&D), the Business Office Manager manages various department functions supporting the VP, Directors, and Project Managers. The Business Office Manager provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for P&D.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Independently performs a wide variety of office management and project-focused responsibilities supporting the P&D department leadership.
- Acts as liaison between P&D and other departments including, but not limited to, the Finance. Procurement and Real Estate departments.
- Researches, collects, and interprets data, and compiles statistical and analytical reports.
- Prioritizes the VP’s calendar, focusing on urgent requests and important communications to ensure timely responses.
- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of department heads.

- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.
- Participates in Authority meetings related to P&D activities as needed (Events, Internal and External Stakeholder meetings and Town Halls, etc.).
- Coordinates special events and conference meetings; prepares presentation materials and provides summary and/or action reports for the VP and Directors.
- Assists P&D Project Managers with administrative duties related to badging and project closeout.
- Assists with scheduling and coordinating height zoning activities.
- Prepares and reconciles expense reports (including travel) expenses in electronic system on behalf of VP and other staff when required.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration, or other related field.
- Four (4) years experience in administrative office management.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (PROCUREMENT)

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Capital Programs and ITS, the Business Office Manager (Procurement) manages various department functions supporting the Vice President (VP), Directors, and Senior Managers. The Business Office Manager provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Procurement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide range of office management and project-focused responsibilities to support Procurement leadership.
- Assist with the administration of the Authority's P-CARD program, including processing new card requests and assisting cardholders as needed.
- Manages department marketing publications and professional organization memberships.
- Manages the processing of Board agenda documentation, ensuring accurate preparation, execution, and dissemination of all necessary documents.
- Oversees and coordinates various department meetings, including agenda preparation, planning, and execution.
- Assists with updates to the Procurement Department's internet and intranet pages.
- Submits solicitation notifications to the Board Administrator on behalf of Procurement Agents.
- Manages the department budget, including but not limited to, preparing and tracking department budget, including updating the expense forecast in system.
- Manages the procurement helpline operations.
- Coordinates with department personnel, Authority departments, external customers, and suppliers to facilitate procurement processes.
- Coordinates with Enterprise Risk Management, contractors, and outside agencies to ensure timely receipt of certificates of insurance and bonds to meet contractual requirements.
- Oversees the Supplier Registration program and ensure the integrity of supplier data.
- Tracks and manages office supply inventory and processes order requests.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Ability to manage department budgets, track expenses, and forecast spending using tools like Hyperion or similar financial software.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 25 Ibs
- Continuous typing
- Occasional use of car/light truck
- Continuous computer monitor

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (REAL ESTATE)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Business Office Manager (Real Estate) manages various department functions supporting the Vice President (VP), Directors, and Project Managers. This position is responsible for the department's Board agenda process and document control, preparation, formatting, data collection, and coordination of the department's budget; coordination and execution of all events and meetings with the Airport-Airline Affairs Committee and other key stakeholder groups; and managing the day-to-day operations of the office. The position also manages the execution of purchase orders, requisitions, expense reporting, and invoice processing.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide range of office management and project-focused responsibilities to support Real Estate leadership.
- Coordinates communication and collaboration between departments, suppliers, tenants, and real estate partners.
- Prioritizes the VP's calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes invoices related to departmental activities and special projects.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Manages and coordinates events related to Airline Affairs and tenant engagements, ensuring successful execution.
- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing
- Lifting up to 25 lbs

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OPPORTUNITY CERTIFICATION SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Business Opportunity Program Manager, the Business Opportunity Specialist is responsible for supporting and administering the Authority's Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), Woman and Minority Business Enterprise (WMBE), and Title VI programs. This role manages certification activities, including evaluating applications, guiding potential applicants, and maintaining accurate certification records in compliance with federal regulations. The position also supports compliance efforts by ensuring adherence to U.S. Department of Transportation 49 C.F.R. Part 26 and other applicable laws, while providing technical assistance to the Procurement Department and other internal stakeholders on DBE, ACDBE, and WMBE requirements. This role requires strong attention to detail, regulatory knowledge, and the ability to foster positive relationships with internal teams and external business partners.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates certification applications for completeness, request additional information, communicate with applicants, and maintain the certification management system as it relates to certification applications, approvals, denials, and other relevant information.
- Provides consultation and guidance to potential applicants on the DBE/ACDBE certification process, eligibility criteria, required documentation, and best practices for successful certification.
- Communicates with applicants inquiring about the process and status of applications via telephone, email, certification management system, and/or in person.
- Evaluates new, renewal, and expansion certification applications submitted by businesses seeking DBE/ACDBE certification to determine eligibility in accordance with 49 Code of Federal Regulations (CFR) Part 26.
- Conducts onsite visits or interviews as required by 49 CFR Parts 26 and 23.
- Prepares letters for the approval or denial of applicants.
- Prepares documents and composes correspondences for DBE/ACDBE certification approvals, denials, and decertification.
- Participates in informational sessions, workshops, or one-on-one meetings to educate prospective applicants on the benefits of DBE and ACDBE certification and the steps involved in the application process.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration, Business Management, or related field.
- Two (2) years experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management or construction compliance monitoring.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES.

- Knowledge of regulations governing Disadvantaged Business Enterprises (DBE) and Airport Concession Business Enterprises (ACDBE), including relevant federal guidelines such as 49 C.F.R. Part 26.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OPPORTUNITY COMPLIANCE SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Business Opportunity Program Manager, the Business Opportunity Compliance Specialist is responsible for implementing aspects of the Authority's Disadvantaged Business Enterprise (DBE), Woman Minority Business Enterprise (WMBE), and Title VI programs and ensuring that the Authority complies with provisions of U.S. Department of Transportation 49 C.F.R. Part 26 and other laws. The position provides technical assistance to the Procurement Department and other internal staff on DBE and WMBE requirements.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Participates in the contract solicitation processes, including recommending specific contract goals where appropriate, reviews contract specifications, attends pre-proposal and pre-bid conferences and evaluates proposals and bids for proposer/bidder responsiveness, responsibility, and good faith efforts.
- Monitors and tracks specific contract performance and actual DBE and WMBE participation and contract payments.
- Maintains appropriate records including DBE/WMBE compliance activity reports and project payment reports
- Analyzes compliance data and generates reports of DBE/WMBE compliance achievement.
- Implements, monitors, and ensures the Authority’s compliance with Title VI Programs and Limited English Proficiency policies and regulations.
- Participates in various community outreach events as needed.
- Enters data from various source documents into database management systems for storage, processing, data management, and reporting purposes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration, Business Management or related field.
- Two (2) years experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management or construction compliance monitoring.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of regulations governing Disadvantaged Business Enterprises (DBE), Woman Minority Business Enterprises (WMBE), and Title VI programs, including U.S. Department of Transportation 49 C.F.R. Part 26.
- Knowledge of methods and techniques for effective data collection, analysis, and entry, ensuring accurate compliance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OPPORTUNITY PROGRAMS MANAGER

GENERAL DESCRIPTION

The Business Opportunity Programs Manager is responsible for the daily operations of the Authority's Business Opportunity Programs at Tampa International Airport. The programs currently include the Disadvantaged Business Enterprise (DBE), the Airport Concessions Disadvantaged Business Enterprise (ACDBE), and the Small Business Enterprise (SBE) programs.

The DBE and ACDBE programs are federally mandated initiatives that provide small, disadvantaged businesses equal opportunity to participate in Authority contracts involving federal funding and concessions. The SBE program is an Authority-administered program that promotes small business opportunities in all other Authority contracts and procurements. This role serves as the DBE/ACDBE Liaison Officer to the Federal Aviation Administration, ensures compliance with federal regulations and the Authority's DBE, ACDBE, and SBE policies, and promotes the inclusion of small or disadvantaged businesses. The Manager implements the programs, evaluates certification applications to qualify businesses to participate in the programs, builds stakeholder relationships, mentors team members, prepares reports, and represents the Authority at community events to advance small business initiatives. The Manager also ensures compliance with Title VI of the Civil Rights Act of 1964 and serves as the Title VI Administrator.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manage the DBE, ACDBE, and SBE programs to ensure compliance 49 Code of Federal Regulations (CFR) Parts 26 and 23, and the Authority's policies, goals, and objectives.
- Monitor and review federal and state regulatory changes to update program rules and regulations when required and advise stakeholders of changes.
- Administer the process for certification of businesses.
- Provide technical assistance to other departments regarding program compliance, guidelines, policies, and procedures.
- Participate in the Authority's contract solicitation process, including the development of contract goals and the evaluation of bidders and proposers, i.e. Assurance and Letters of Intent documents, to determine responsiveness to DBE/ACDBE/SBE requirements.
- Assist with conflict resolution pertaining to DBE/ACDBE/SBE businesses.
- Develop overall goals for the DBE/ACDBE/SBE programs and submit annual reports, as required by the FAA.
- Serves as the DBE/ACDBE Liaison Officer to the FAA as well as the Title VI Administrator for the Authority.

- Develops programs and processes to ensure persons with Limited English Proficiency (LEP) are afforded access to airport services and benefits.
- Represent the Authority at various local and national meetings and business outreach events.
- Attend industry conferences and training.
- Provide direction, training, and support to direct reports and evaluate work performance.
- Ensure that direct reports comply with the Authority's standards regarding personal appearance, fostering a professional work environment.
- Oversee the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Applying logic and practical thinking to decision making; Gathering necessary input to take action based on one's best thinking given time available; drawing correct and reasonable conclusion based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Public Administration, Business Management, or related field. Experience in a Disadvantaged Business Enterprise program, a small business program, or equivalent program may substitute on a year-for-year basis for the education requirement.
- Four (4) years of experience in a Disadvantaged Business Enterprise program, a small business program, or equivalent program.
- Two (2) years supervisory experience.
- An equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of DBE, ACDBE, SBE, or similar programs and experience ensuring compliance with applicable regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST I

GENERAL DESCRIPTION

Under the general direction of the Manager of Business Systems Analysis , the Business Systems Analyst I provides both functional and technical support to end users concerning enhancements, issues, and projects related to the Authority's applications. This position involves responding to, documenting, and resolving service tickets in a timely manner in accordance with service level agreements (SLA). The Business Systems Analyst I conducts root cause analysis, develop checklists for common enhancements and issues, and recommend procedures and controls to optimize application performance. Supporting multiple applications and domain areas, including ERP, GIS, interfaces, and Cloud Services, this role works independently as well as under the guidance of more experienced team members, collaborates with consulting resources, and assists with work orders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops an understanding of relevant business areas to recommend effective solutions and build high-quality requirements.
- Assists in conducting interviews, workshops, surveys, site visits, and storyboards, to gather business requirements.
- Contributes to business requirements by making recommendations and suggesting alternatives to proposed solutions.
- Assists in translating conceptual user requirements into clear, detailed functional requirements for implementation.
- Contributes to requirements scoping throughout the delivery process to ensure alignment with business goals.
- Assists in creating artifacts, including business case documentation, scope documentation, and process flows.
- Supports delivery teams during the development, testing, and deployment of solutions.
- Documents current processes and models to identify inefficiencies or gaps in operations.
- Identifies and assists in prioritizing opportunities to streamline business processes for improved efficiency.
- Troubleshoots software issues and identify root causes of problems for resolution.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- One (1) to Three (3) years Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CSPO, etc. Relevant certifications in areas such as Oracle ERP, GISP, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Ability to engage both developers and business partners to achieve target outcomes.
- Knowledge of Agile development methodologies and Agile planning tools.
- Knowledge data analytics and SQL to support decision-making processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST II

GENERAL DESCRIPTION

Under the general direction of the Manager of Business Systems Analysis, the Business Systems Analyst II provides both functional and technical support to end users concerning enhancements, issues, and projects related to the Authority's applications. This intermediate-level position involves increased responsibilities and autonomy in managing service tickets, ensuring timely documentation and resolution in accordance with service level agreements (SLA). The Business Systems Analyst II conducts root cause analysis, develop checklists for common enhancements and issues, and recommend procedures and controls to optimize application performance. Supporting multiple applications and domain areas, including ERP, GIS (ESRI/CityWorks), RMS, CAD (Central Square) systems, and Cloud Services, this role requires independent work as well as the ability to guide and mentor junior team members, collaborate with consulting resources, and assist with work orders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Obtains a deep understanding of relevant business areas to recommend effective solutions and build high-quality requirements.
- Utilizes various techniques, such as interviews, workshops, surveys, site visits, and storyboards, to gather business requirements.
- Shapes business requirements by making recommendations and suggesting alternatives to proposed solutions.
- Translates conceptual user requirements into clear, detailed functional requirements for implementation.
- Facilitates stakeholder discussions to help resolve competing priorities between stakeholder groups and escalate issues as appropriate.
- Manages requirements scoping throughout the delivery process to ensure alignment with business goals.
- Creates necessary artifacts, including business case documentation, scope documentation, and process flows.
- Supports delivery teams during the development, testing, and deployment of solutions.
- Documents current processes and models to identify inefficiencies or gaps in operations.
- Identifies and assists in prioritizing opportunities to streamline business processes for improved efficiency.

- Troubleshoots software issues and identify root causes of problems for resolution.
- Plans application system upgrades, installs new releases, and assists with migrations to ensure system integrity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Two (2) years experience in Business Analysis, Systems Analysis, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CSPO, etc. Relevant certifications in areas such as Oracle ERP, GISP, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in problem resolution, negotiation, and influencing outcomes effectively.

- Ability to engage both developers and business partners to achieve target outcomes.
- Knowledge of Agile development methodologies and Agile planning tools.
- Knowledge data analytics and SQL to support decision-making processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST III

GENERAL DESCRIPTION

Under the general direction of a Manager of Business Systems Analysis, the Senior Business Systems Analyst III is a leadership role responsible for providing both functional and technical support to end users regarding enhancements, issues, and projects related to HCAA applications. The Business Systems Analyst III develops budgets, follows project management processes, leads and coaches teams, and prioritizes customer satisfaction, making this role critical in bridging the gap between business needs and technical solutions. Additionally, the position involves overseeing the analysis, design, and implementation of systems that support business operations while providing thought leadership and mentorship to the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads a team of business systems analysts by ensuring they have the necessary skills, resources, and support to effectively carry out their duties, including setting goals and fostering a collaborative work environment.
- Leverage experience in relevant business areas to recommend strategic solutions and drive high-quality requirements gathering.
- Collaborates with business stakeholders to understand their requirements for new or existing systems through interviews, workshops, and analysis sessions to elicit, document, and analyze requirements comprehensively.
- Works with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Lead initiatives to streamline and re-engineer business processes, leveraging industry best practices and emerging technologies.
- Analyze current processes and models to identify inefficiencies, gaps, and opportunities for optimization and automation.
- Collaborate with team members, consultants, and software vendors to identify, prioritize, and resolve critical software defects and drive continuous improvement.
- Leads and facilitates a variety of techniques to elicit and analyze business requirements, such as interviews, workshops, surveys, site visits, and storyboards.
- Proactively shapes business requirements by challenging assumptions, proposing innovative alternatives, and aligning them with organizational objectives.

- Thoroughly understands technical options, limitations, costs, and risks, and effectively communicate trade-offs to business partners to influence requirements definition.
- Translates complex and ambiguous user requirements into clear, detailed, and coherent functional requirements.
- Proactively identifies and resolves competing priorities between stakeholder groups by facilitating strategic discussions and decision-making.
- Champion the Authority Change Management process, promoting best practices and driving continuous improvement across the application lifecycle.
- Oversees requirements scoping throughout the delivery process, ensuring alignment with project objectives and business needs.
- Plans and oversees application system upgrades, new releases, and migrations, ensuring minimal disruption to business operations and maximum value realization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in Business Analysis, Systems Analysis, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one advanced certification in analytics/business analysis, project management, or in product leadership/product ownership. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of determining explicit and implicit needs and requirements of various stakeholders.
- Ability to quickly learn the objectives, structures, operations, and policies of new business areas.
- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Skill in effectively engaging both developers and business partners to achieve targeted outcomes.
- Knowledge of translating complex technical information into understandable terms for various stakeholders, both verbally and in writing.
- Skill in creating documentation such as business case documentation and business requirements summaries.
- Skill with agile development methodologies and agile planning tools to drive project success.
- Knowledge of cloud services, including SaaS, PaaS, ERP (Oracle), GIS (ESRI/CityWorks), RMS, CAD (Central Square) and IaaS, and their implications for business solutions.
- Ability to drive enterprise-wide initiatives and technology transformations.
- Knowledge of geospatial analytics.
- Skill with product ownership/management and roadmap creation for aligning technology initiatives with business strategy.
- Skill with testing and testing frameworks to ensure solution quality and effectiveness.
- Knowledge of data analytics and SQL to support informed decision-making and reporting.
- Skill in managing multiple priorities and tasks simultaneously in a fast-paced environment.
- Knowledge of industry best practices and emerging trends to inform strategic planning and implementation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BIM/CAD MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Planning, the CAD/BIM Manager is responsible for leading all CAD and BIM capabilities for the Authority, as well as directing, overseeing, and implementing the Authority's CAD and BIM standards and initiatives. This position is responsible for developing and executing a vision for BIM at Tampa International Airport (TPA) and the General Aviation airports including the use of new software and hardware technology in BIM such as Virtual Reality (VR), Augmented Reality (AR), Mixed Reality (MR) and others, which reflects the forefront of industry trends to leverage the BIM environment better. The CAD/BIM Manager will maintain and update the current CAD standards, develop and maintain BIM standards, define BIM business needs, improve business processes and asset management, and maintain accurate and up-to-date building documentation. The BIM/CAD Manager is expected to engage with both internal and external entities.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, implements and maintains CAD/BIM standards, documentation and workflow processes.
- Maintains existing base files and background files (BIM/CAD) of Authority facilities and coordinate the acquisition and inclusion of new spatial data, utilities, drainage and/or properties or buildings.
- Expands and administers existing quality control/assurance programs for the adherence of BIM and CAD submissions from design and construction professionals to Authority standards.
- Communicates BIM initiatives and promote the BIM program.
- Proactively engages departmental leaders and project directors regarding the implementation of BIM within the Authority's Capital Improvement Program (CIP).
- Coordinates facility space identification systems including Propworks and addresses identification databases.
- Develops and maintains a wide range of drawing exhibits such as Project Management Plan (PMP) exhibits, lease exhibits, property maps, site plans, special use plans, security plans, facility floor plans, incident reports and signs.

- Collaborates with the Authority's Geographic Information System (GIS) database and Maintenance teams to support asset collection, management, and integration with the Authority's BIM models.
- Develops, implements, and maintains GIS content for the Planning and Development Department.
- Responsible for the use and maintenance of the Authority's large-format printer and Real-Time Kinematic (RTK) GPS data collector.
- Manages all CAD and BIM software subscriptions and specialized software needs for architecture and engineering in the planning and development department.
- Manages, organizes, and distributes all construction documents for the Authority.
- Assists and supports the Height Zoning Permit process.
- Coordinates, receives, revises, and approves the final digital construction models and drawings from consultants in CAD, BIM, and other formats for all construction projects managed by the Authority.
- Maintains and updates the GIS utilities atlas for Tampa Airport.
- Updates and incorporates assets into the Asset Management System of the airport in Cityworks (GIS format)
- Implements BIM, CAD and GIS solutions applied to Planning and Development.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Engineering, Architecture, or related field.
- Seven (7) years experience in administering or managing BIM projects or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor’s Degree in Architecture, Engineering, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CAD and BIM Standards and practices.
- Experience integrating Revit/AutoCAD with GIS.
- Advanced knowledge of AEC Collection(Revise Instantly (Revit), Civil 3D, AutoCAD Map, ArcGIS Pro, ArcGIS Online, Navisworks, Infraworks, Recap and AutoCAD.)
- Knowledge of AAC, A360, Navisworks and/or Dynamo.
- Working knowledge of Photoshop, Illustrator and/or InDesign.
- Knowledge of airport planning and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CAPITAL ASSET ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Capital Asset Analyst is responsible for overseeing the fixed assets function across the Authority. This position involves asset tracking and creating and maintaining records for fixed asset acquisitions, retirements, and transfers within the Fixed Asset System. The analyst will calculate monthly depreciation, perform annual physical inventory counts, and reconcile asset modules with the General Ledger, while continuously reviewing and improving asset tracking processes for enhanced efficiency and accuracy.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Creates and maintains fixed asset acquisitions, retirements and transfers in the Fixed Asset System.
- Calculates and analyzes monthly depreciation for capitalized assets.
- Conducts annual physical inventory counts of the capitalized equipment.
- Manages the fixed assets month-end closing process.
- Reconciles and balances modules with the General Ledger.
- Prepares interim and year-end fixed asset audit schedules for the external audit.
- Serves as the point of contact for questions from the external auditors.
- Works in Federal Database (eDelphi) by creating invoices and uploading backup for Federal grant reimbursement
- Provides an administration review of miscellaneous invoices and prevents invoices from being missed and incurring late interest penalties per the Prompt Payment Act.
- Reviews project invoice entries before they are distributed for workflow approval.
- Reviews capital and expensed equipment requisitions for approval.
- Invoices contractors and consultants for any badges that are not returned.
- Produces the Performance Measures Quarterly Report.
- Serves as backup for the Projects Control Senior Analysts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Accounting, Finance, or related field.
- Three (3) years experience as a professional accountant.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fixed asset management principles and practices, including asset acquisitions, retirements, and transfers.
- Skill in managing month-end closing processes related to fixed assets, ensuring timely and accurate reporting.
- Knowledge of accounting principles related to the reconciliation in software modules for the General Ledger.
- Ability to produce reports, showcasing the effectiveness and efficiency of asset management processes.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing
- Continuous computer monitoring
- Occasional driving

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CAPITAL PLANNING SENIOR ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Capital Planning Senior Analyst will be responsible for providing analytical and reconciliation of the Authority's Capital Improvement Program (CIP). Responsible for critical elements essential to the successful management of the Authority's long-range CIP construction projects and grant reimbursement. The role involves managing and updating Capital Improvement Program (CIP) data, collaborating with various departments for budget and timeline discussions, overseeing federal and state grant management processes, and generating detailed reports and analysis to support financial oversight and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Updates and maintains CIP project data with actual costs.
- Works with the Planning and Development department to ensure the projected payments are accurate and the correct cash curve is used.
- Generates monthly cash forecasts prior to project payments to outline capital cash requirements, as requested by the Finance Department.
- Updates and maintains files containing Capital Improvement programs.
- Attends Development Committee meetings and consults with the Director of Capital Programs to discuss changes related to budget updates, funding sources, project timelines, and modifications to the Capital Improvement Plan.
- Generates ad hoc reporting and using the data for project summaries, variance analysis, and scenario comparison.
- Responsible for creating and managing files for both federally assigned grants from the Federal Aviation Administration (FAA) and state grants from the Florida Department of Transportation (FDOT). This includes reviewing grant agreements for eligible costs, preparing and submitting payment invoices and journal entries, generating necessary reports, maintaining records for audits, and preparing close-out documents for the FAA grants.
- Ensures thorough reconciliation of master plan project accounts between the Authority's accounting system and construction project management software, collaborating with the internal team to address discrepancies. This includes generating detailed monthly reports to monitor actual expenditures and commitments.
- Reviews and approves all project related requisitions which includes the creation and assignment of tasks numbers within the Oracle Project Module.

- Responsible for closing purchase orders as final payments are processed for design, construction, equipment, and miscellaneous invoices.
- Provides assistance for Book Transfers, CIP Status Review Reporting, Certified Payroll, Work Order Processing, Design Invoice Reviews, and Performance Measures Quarterly Report (PMQR).
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Finance, Accounting, or related field.
- Three (3) years experience in business analysis with a thorough understanding of project management.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with construction management software (Prolog, Primavera).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CIP processes and related financial management principles.

- Ability to perform detailed financial analysis and reconciliation between various accounting systems and project management software.
- Knowledge of federal and state grant management processes, including eligibility requirements and reporting obligations.
- Skill in advanced Microsoft Excel, including the ability to create complex spreadsheets and perform data analysis.
- Ability to produce accurate cash forecasting and financial reporting to project capital cash requirements effectively.
- Knowledge of construction project management practices and the ability to apply them to manage project timelines and budgets.
- Skill in creating and maintaining detailed project documentation, including grant files and project summaries.
- Ability to work independently with considerable judgment while managing multiple projects in a fast-paced environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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CHIEF COMMERCIAL OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Commercial Officer plays a pivotal role in shaping and executing dynamic programs across Marketing, Communications, Concessions and Commercial Parking, Real Estate, and Air Service Development to maximize revenue streams. This position is crucial in proactively promoting the Authority's policies and initiatives while driving growth and revenues. Leading a dedicated communications team, the Chief Commercial Officer will collaborate closely with program leaders and staff to implement a comprehensive, mission-focused communications and marketing strategy at the enterprise level. Beyond internal coordination, this role will actively engage with external stakeholders and consultants to enhance the Authority's visibility and brand, driving the advancement of its policy and program objectives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements comprehensive revenue strategies aligned with the Authority’s overall goals and objectives.
- Provides leadership for the design, implementation, and management of issue-focused communication initiatives.
- Develops strategic communication plans, both proactively and responsively to breaking events.
- Ensures all staff has timely access to internal information about the Authority.
- Utilizes various communication channels, including social media, to ensure accurate and consistent information accessibility.
- Leads the development and execution of comprehensive strategies to attract airlines to the market, driving growth in both domestic and international flight operations.
- Works closely with program leaders to integrate communication strategies into broader plans.
- Champions the strategic negotiation of airport concession agreements across diverse sectors, including food and beverage, retail, rental cars, parking, ground transportation, advertising, and sponsorships, to maximize revenue potential.
- Provides regular strategic and tactical communication support to the CEO's office and senior management team.
- Offers communications oversight for critical information relayed to the Board of Directors.

- Directs the Authority's real estate strategy, encompassing land acquisition and disposition, commercial development, property management, and asset activation, with a primary focus on optimizing revenue generation and enhancing asset value.
- Collaborates with internal and external stakeholders to ensure profitability and optimal resource utilization leveraging the Authority's visibility and brand.
- Enhances the customer experience to attract and retain passengers and other airport users, which can positively impact revenue.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Executive Acumen**: Ability to combine influence and authority when communicating with others; Blends poise, self-confidence and self-control; Able to demonstrate emotional intelligence.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Business Administration, Public Relations or another related field.

- Ten (10) or more years proven experience in senior leadership roles within marketing, communications, or related field.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources.
- Knowledge of generally accepted accounting and auditing principles in the public sector.
- Ability to craft and execute revenue strategies, identifying growth opportunities, setting revenue targets, aligning sales and teams to achieve these goals.
- Skill in bargaining effectively with others to resolve conflict or achieve results.
- Ability to analyze sales data, customer behaviors and market trends to inform strategies.
- Ability to understand market trends and customer needs to adapt strategies to changing market conditions.
- Ability to align and optimize the efforts of sales, marketing, and customer success teams to drive growth and maximize revenue.
- Strong analytical skills with the ability to make data-driven decisions.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to take decisive action, address issues proactively, and hold oneself accountable for outcomes and behavior.
- Knowledge of metrics and evaluation techniques to assess the effectiveness of communication strategies and initiatives.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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CHIEF DEVELOPMENT OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Development Officer is responsible for overseeing and executing the airport's planning, engineering, and development projects, while also prioritizing safety, security, and passenger experience. This position plays a key role in projects aimed at expanding and enhancing the Airport's infrastructure to facilitate its growth and operations, while also making sure that these facilities operate safely and efficiently. This role provides strategic leadership and direction to the Planning & Development and Maintenance Departments, overseeing multi-billion-dollar valued capital improvement programs, leading projects from the planning stage through design, and construction, and the overall Asset Management Program for Tampa International Airport. This role contributes to the organization's mission and values and fosters a working environment that reflects teamwork, excellence, vision, hospitality, and community.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements the Authority's long-term development vision and strategy, ensuring it aligns with the Authority's vision, mission and values.
- Oversees long-term plans for capital equipment and improvement projects and contributes innovative ideas for expansion and improvement initiatives.
- Collaborates with the CEO on essential growth strategies and works with the senior management team to plan, review, and revise the Authority's development programs.
- Ensures consistent implementation of planning and development activities and capital construction projects.
- Oversees the safe and efficient operation of airport facilities, ensuring a high level of customer service and passenger satisfaction.
- Monitors and manages facilities and physical assets to provide world-class customer service.
- Advises on efficient staffing plans, specialty outsource contracting, consulting services contracts, and management approaches to achieve organizational goals.
- Responsible for appropriate budgeting, monitoring, and management of funds and resources related to the planning and delivery of multi-billion-dollar capital improvement programs.
- Prepares and manages annual budgets for personnel, equipment, and projects, with responsibilities exceeding $100 million.

- Fosters a creative, strong, healthy, and equitable culture across the workforce. Lead by example and maintain a servant leadership approach.
- Encourages and navigates inspirational ideas and innovative processes that drive growth and development.
- Exemplifies and maintains a high level of ethics and integrity in all aspects of the role.
- Displays a leadership demeanor characterized by drive, purpose, and a commitment to achieving organizational goals.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Executive Acumen:** Ability to combine influence and authority when communicating with others; Blends poise, self-confidence and self-control; Able to demonstrate emotional intelligence.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree Engineering, Architecture, Construction, Business Administration, Facilities Management or related field.
- Ten (10) years of proven experience in a senior leadership role overseeing facilities management, planning, and development in a large organization, preferably in the transportation or aviation industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of capital improvement projects, construction management, and maintenance operations.
- Demonstrated ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Strong problem-solving, decision-making, and analytical abilities.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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Chief Executive Officer

Department: Chief Executive Officer
Pay Grade: G10
FLSA Status: Exempt
Job Code: CEO01
Last Updated: 2/28/2025

POSITION SUMMARY

Serves as the Chief Executive Officer (CEO) of the Hillsborough County Aviation Authority (HCAA or Aviation Authority). Under the general direction of the Board, the CEO is responsible and accountable for leading all departments and administrative functions of the Aviation Authority and its airports, Tampa International Airport, Peter O. Knight Airport, Tampa Executive Airport, and Plant City Airport.

POSITION ROLES & RESPONSIBILITIES

Strategic Orientation: Stays informed of trends, challenges, opportunities, threats, competition, and governmental policy; challenges traditional practices and seeks new models and partnerships; and plans a roadmap for organizational transformation.

- Creates and implements long-term strategic initiatives, approved by the Board, to guide the development and direction of HCAA.
- Monitors and directs action on all local, state, and federal legislative and regulatory initiatives relating to the aviation, transportation, and tourism industries to protect and promote the interests of the HCAA.
- Directs the governmental affairs department and lobbyists to achieve the funding and regulatory goals of the Aviation Authority.
- Coordinates the activities and involvement of the Aviation Authority with industry groups such as Airports Council International, the American Association of Airport Executives, and other trade associations to influence the initiatives these organizations pursue to align their compatibility with the goals and objectives of HCAA.

Community Partnerships: Develops and maintains partnerships, coalitions, alliances, and government relations.

- Coordinates and collaborates with regional and state agencies that have responsibility for economic development, travel, tourism, transportation, and convention activities to ensure that the Aviation Authority is positioned to help direct efforts and to satisfy the requirements for continued growth of travel for the overall benefit of the Tampa Bay Region.
- Fosters media, community, and governmental relations; develops strategies to effectively inform the community and other stakeholders about news and relevant developments; and maintains good relations with the public by being active in the Tampa Bay Region and directing the community engagement of HCAA and its employees as well.

Enterprise Management: Administers, monitors, and improves day-to-day business processes through performance excellence; personnel, legal, and financial management; and budgetary performance.

- Develops and manages operating and capital budgets that result in competitive airline rates while ensuring that HCAA has the resources to achieve its goals and objectives.
- Maximizes revenues and minimizes expenditures to protect the financial strength of HCAA.
- Provides safe, secure, and convenient facilities and administers the safe operations, construction, maintenance, and protection of operational areas of HCAA airports.
- Responsible for the selection, training, and motivation of Aviation Authority staff to create a productive work environment. Implements programs to ensure staff career advancement opportunities and provides the resources to accomplish assigned tasks. Conducts leadership succession planning.
- Complies with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and individuals providing goods and services to HCAA. Develops programs to ensure equal opportunities for Disadvantaged Business Enterprises.
- Responsible for lease and contract negotiations and for the coordination with air carriers, concessionaires, and tenants of the aviation system to ensure that facilities are put to their highest and best use with the goal of driving revenues, increasing services, and driving customer loyalty.

Customer Focus: Makes continuous improvement to provide the highest quality products and services to all customers and stakeholders.

- Explores growth strategies for all areas of the HCAA business portfolio.
- Analyzes and provides statistical and economic concepts to support recommendations and promote airport-oriented activities in the Tampa Bay Region.
- Develops staff and programs, subject to budget constraints, necessary to attract new passenger and cargo markets and airlines, both domestic and international, with the goal of increasing air service options and supporting the economic development goals of the Tampa Bay Region.

Board Relations: Facilitates Board consideration of options and alternatives, provides meeting and agenda support, and supports and assists Board succession planning.

- Communicates industry trends and developments to the Board.
- Reports on a regular basis to the Board on various business development and air service efforts and opportunities.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- Experience as a general manager with overall cross-functional responsibility for the development and management of an enterprise or complex organization, ideally with experience as a Chief Executive Officer and, if not, as a divisional or business unit general manager.
- A highly regarded and experienced airport executive with knowledge and experience of airport industry best practices, standards, and regulations.
- Experience as the overall leader of a medium or large hub airport or as a direct report to the overall leader of a large airport hub.
- A sound knowledge of key functional domains of relevance - airport finance, commercial/revenue generation, administration, operation, maintenance, planning, and development.
- A strong background in, and focus on, regional economic development.
- Exposure and awareness to domestic and international air service development.
- Demonstrated track record of establishing and maintaining solid, respectful and trusting relationships with all key stakeholders, including boards, appointed governmental officials, airlines, concessionaires, on-airport service providers, business and community leaders, special interest groups, and other stakeholder groups.
- Experience in facilities development and capital program management of scale, with a track record of on-budget, on-time delivery.
- Demonstrated strong project management skills in the context of direct management responsibility for large-scale initiatives involving significant dollar amounts and implications, a large staff, and many diverse stakeholder groups.
- Exposure to general aviation activities and tenants.
- Strategic and forward-looking, with a demonstrated high degree of innovation, which can effectively 'create the future.'
- A strong community outreach orientation with experience representing his organization at very senior levels to a wide variety of audiences, including the community and the public at large.
- Proven leadership skills with a strong track record of internal talent development.
- A capable ambassador, experienced and comfortable working in highly visible representational positions that have put him or her "in the spotlight" and "under the microscope." Skill in dealing with the media on a regular basis.
- A global executive and thinker with both the interest and willingness to participate on the international stage relative to the airport industry, following in the footsteps of the work in this regard by the current CEO.
- An individual with a "career runway" of at least 7 years, and ideally 10 years.
- Holds an undergraduate degree. Graduate degree and advanced executive leadership courses are desirable.

TPA MISSION STATEMENT

To be a major driver in the economic growth of the Tampa Bay Region. We will be leading-edge innovators to create global access and extraordinary customer experiences through our people and facilities to build prosperity for our stakeholders and the region.

TPA VISION STATEMENT

To be a vibrant aviation gateway for Tampa Bay, providing access and economic opportunity for our stakeholders.

CHIEF FINANCIAL OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Financial Officer also serves as the Chief Information Officer, and Chief Purchasing Agent for the Authority, encompassing a wide range of critical responsibilities. As Chief Financial Officer, the role involves planning, implementing, managing, and overseeing all finance and accounting activities within the Authority. In the capacity of Chief Information Officer, this position manages all aspects of Information Technology (IT) to effectively support the Authority's operations, security, and strategic objectives. As the Chief Purchasing Agent, this role oversees the Authority's procurement processes, regulations, cost analysis, and financial reporting. Responsibilities include overseeing the development and compliance with departmental procedures, monitoring departmental performance, formulating long-range strategies, and guiding the preparation of both operating and capital budgets.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides financial guidance and expertise to the CEO and other stakeholders.
- Develops and implements the Authority's financial plans, budgets, and forecasts, ensuring the efficient and effective use of public funds.
- Ensures accurate and timely financial reporting, as well as compliance with all relevant regulations and accounting standards.
- Identifies and manages financial risks, including those related to debt, investments and insurance.
- Interacts with the Authority's trustees related to bond covenants and the administration of existing debt.
- Directs the establishment and management of Authority banking and investments.
- Provides high quality, cost effective, and timely procurement processes to meet the needs of internal and external customers.
- Ensures the timely availability of quality materials, supplies, equipment, design, construction, concessions, and professional services in support of the Authority's revenue generation, operations and administrative functions.

- Ensures compliance with all federal, state and local procurement requirements in the selection of contractors, concessionaires, consultants and individuals providing goods or services to the Authority.
- Maximizes revenues and minimizing expenditures to protect the financial strength of the Authority.
- Develop, in conjunction with a wide range of stakeholders, an effective and implementable Authority cyber security strategy.
- Monitor the Authority's ability to manage information resources in a manner consistent with existing cyber-related policies and procedures.
- Support the increased use of leading-edge technology to enable the Authority to carry out it's mission better.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Executive Acumen:** Ability to combine influence and authority when communicating with others; Blends poise, self-confidence and self-control; Able to demonstrate emotional intelligence.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's degree in business administration or public administration.
- Ten (10) years of senior-level experience in managing the accounting, investment and financial functions of a similarly sized organization in a position with significant organizational and budget responsibility, preferably at a medium to large size airport or other governmental organization.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience complying with federal, state, and local procurement laws and regulations governing the purchase of equipment, supplies and services.
- Ability to collaborate with key stakeholders to proactively define procurement needs and determine options that meet policy and law requirements.
- Knowledge and understanding of accounting principles, budgeting, forecasting, financial analysis, and financial reporting.
- Knowledge of capital budgeting, project financing, and large-scale capital improvement projects.
- Knowledge of IT operations, including incident management, service desk operations and IT asset management.
- Knowledge of data analytics techniques and tools to extract insights from airport data for better decision-making.
- Knowledge of relevant aviation regulations and IT standards, such as those related to data privacy and security.
- Ability to manage relationships and negotiate contracts effectively.
- Ability to analyze data to identify trends, patters, and insights to improve airport operations.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF LEGAL OFFICER/GENERAL COUNSEL

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer and Authority Board Members, The Chief Legal Officer/General Counsel is responsible for all legal matters. This role will represent the Authority as required under the Rules Regulating the Florida Bar, including but not limited to Rule 4-1.13 Organization as Client. It is the duty of the General Counsel to take charge, manage, and control the legal business of the Authority and serve as the legal advisor to Board members, the Chief Executive Officer, and all the Authority's departments on all legal matters related to airport operations, including contracts, leases, regulatory compliance, litigation, and risk management. The Chief Legal Officer/General Counsel will prosecute and defend all legal actions by and against the Authority with assistance as necessary from outside special legal services.

This position will manage all activities of Legal Affairs and the Government and Community Relations departments, including establishing departmental goals, supervising staff, managing legal budgets, and overseeing the preparation of all agreements relating to the Master Plan development program, airline agreements, concession/commercial development agreements, land acquisition and ground leases, construction and consultant agreements, and the lease of airport facilities at the Authority's four airports. This role will ensure compliance with all applicable federal, state, and local laws and regulations, including aviation regulations, labor laws, environmental regulations, and procurement rules.

The Chief Legal Officer/General Counsel is hired by the Chief Executive Officer and is subject to approval by at least a majority of the Authority Board.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive legal strategy to support the airport's strategic goals and objectives, including risk mitigation, regulatory compliance, and legal support for business development initiatives.
- Identifies, assesses, and mitigates legal risks associated with airport operations, including operational risks, strategic initiatives, and potential litigation.
- Provides legal opinions and advice to the CEO and Board Members on a wide variety of legal matters related to all aspects of the Aviation Authority from its governance to the management and operation of Tampa International, Peter O Knight, Plant City, and Tampa Executive Airports.

- Oversight of any existing or proposed federal, state, or local legislation or governmental policies that would affect the governance, finances, operations, or management of the Authority.
- With the aid and assistance of the Director of Government and Community Relations, prepares, advocates or opposes such laws in a manner which will best represent the interests of the Authority, including the hiring of specialists and experts in connection therewith.
- Builds and maintains strong relationships with key stakeholders, including airport staff, government officials, industry partners, and other relevant parties.
- Stays informed about updates in aviation regulations, laws, and policies, and ensure the Authority's operations adhere to these changes.
- Reviews and approves all contracts, grant agreements, concession agreements, vendor agreements, labor agreements, user agreements, leases, easements, permits and similar documents.
- Coordinates all legal issues with the Authority's CEO.
- Drafts and final preparation of contracts or other legal documents.
- Representation in real estate transactions, including examination of land titles.
- Representation in actual or threatened litigation or in any adversarial proceedings before administrative agencies.
- Liaises with legislative and executive representatives of County, State or Federal government agencies.
- Oversees all outside legal service contracts.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Executive Acumen:** Ability to combine influence and authority when communicating with others; Blends poise, self-confidence and self-control; Able to demonstrate emotional intelligence.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Juris Doctor Degree from an accredited school of law.
- A member in good standing of the Florida Bar.
- Ten (10) years experience as a practicing attorney including extensive professional legal experience involving some branch of local government, experience in the aviation or transportation industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience should reflect demonstrated knowledge and a thorough understanding of the laws as they relate to the sale and purchase of real property; rental and lease agreements; construction and contract administration; procurement; and compliance with policies and procedures. The General Counsel will perform a wide range of legal services for the Authority and a thorough understanding of the requirements relating to the Public Sector environment is critical.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF OPERATING OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Operating Officer is responsible for overseeing the day-to-day operational functions at the Hillsborough County Aviation Authority airports, ensuring safe, efficient, customer-focused service delivery, operational excellence, stakeholder engagement, and regulatory compliance. This role requires strategic planning, strong leadership, deep operational expertise, adoption of best practices, and the ability to understand and manage complex airport systems and cross-functional teams. This position is responsible for various departments, including Airport Operations, Public Safety and Security, General Aviation, Human Resources, Enterprise Risk Management and Safety.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Direct all facets of airport operations including airfield management, terminal operations, ground transportation, guest experience, public safety, and emergency preparedness, Human Resources, Enterprise Risk Management and Safety.
- Ensure continuous 24/7 safe and efficient operations in compliance with all federal, state, and local regulations, including FAA, TSA, FDOT and environmental standards.
- Lead daily operations planning and implementation, supporting peak traffic demands and irregular operations (IROPS) management.
- Collaborate with the CEO and executive team to implement the airport's strategic vision, including capacity expansion, capital improvement programs, and sustainability initiatives.
- Drive performance metrics, KPIs, and benchmarking to optimize service delivery and operational efficiency.
- Lead initiatives to modernize airport technology, passenger experience, and operational resiliency.
- Lead a large, diverse team across multiple departments including Operations, Public Safety and Security, General Aviation, Guest Experience, Human Resources, Enterprise Risk Management and Safety
- Build a culture of accountability, inclusion, innovation, and continuous improvement.
- Mentor and develop leaders and staff.
- Serve as a key liaison with federal agencies (FAA, TSA, CBP, FDOT), airlines, concessionaires, contractors, local government, and other airport partners.

- Lead or participate in regular airline and tenant meetings to ensure operational alignment and address service issues.
- Oversee the airport's Emergency Operations Center (EOC) and ensure proper coordination of emergency response efforts during crises such as weather disruptions, accidents, or security events.
- Ensure preparedness plans, drills, and continuity of operations plans (COOP) are maintained and tested.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Executive Acumen**: Ability to combine influence and authority when communicating with others; Blends poise, self-confidence and self-control; Able to demonstrate emotional intelligence.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Aviation Management, Business Administration, or a related field.

- Ten (10) or more years of proven track record in senior leadership roles within the aviation industry, with a focus on airport operations and customer service.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the aviation industry, including airport operations, regulations, safety standards, and emerging trends.
- Skill in budget planning, financial analysis, and identifying cost-saving opportunities to optimize operational efficiency.
- In-depth knowledge of customer service best practices and methods for measuring and improving customer satisfaction.
- Knowledge of local and international aviation regulations, with the ability to ensure compliance and navigate regulatory changes.
- Ability to think strategically, set clear goals, and develop effective strategies for achieving them.
- Knowledge of the latest technologies and innovative solutions in aviation operations and customer service.
- Knowledge of stakeholder dynamics, including relationships with airlines, government authorities, vendors, and industry partners.
- Ability to think strategically, set clear goals, and develop and implement effective strategies to achieve them.
- Exceptional problem-solving skills to identify issues, analyze data, and develop innovative solutions to challenges.
- Ability to exercise sound judgment and decision-making, particularly in high-pressure situations.
- A customer-centric mindset with a passion for delivering outstanding passenger experiences and a commitment to continuous improvement.
- Financial analysis skills to manage budgets, assess cost-saving opportunities, and make data-driven decisions.
- Ability to manage and respond to crises and emergencies efficiently, ensuring the safety and satisfaction of passengers and employees.
- Understanding of the global aviation landscape and the ability to consider international factors in decision-making, especially for international airports.
- Ability to adapt to evolving industry trends, regulations, and customer preferences.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.

- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CLOUD ARCHITECT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems Engineering, the Cloud Architect is responsible for designing, implementing, and maintaining cloud and hybrid infrastructure solutions. This role focuses on developing and executing cloud strategies, managing workloads in the cloud, and supporting a hybrid environment that includes both on-premise and cloud workloads. Additionally, the Cloud Architect assists with on-premise responsibilities, including the installation and configuration of systems and troubleshooting hardware and software issues. This position addresses complex technical challenges with minimal supervision.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements cloud strategies for clients, including migration plans, cost optimization strategies, and security best practices.
- Designs, deploys, and manages workloads in public cloud environments such as AWS, Azure, or Google Cloud Platform to meet organizational needs.
- Configures and manages hybrid cloud environments, ensuring seamless integration of on-premise infrastructure and cloud-based resources.
- Ensures the reliability, scalability, and security of cloud-based systems and applications, implementing necessary safeguards.
- Monitors infrastructure performance and troubleshoots issues proactively to maintain optimal system functionality.
- Implements automation tools and scripts to streamline cloud deployment and management processes, enhancing operational efficiency.
- Assists with the troubleshooting, maintenance, and repair of operating systems and applications, providing timely support to users.
- Assists with backup and recovery processes to ensure data integrity and business continuity.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of cloud platforms and solutions, hybrid workloads, servers, systems, software, peripherals and storage technology.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Microsoft Certified Solutions Expert (MCSE): Cloud Platform and Infrastructure, CompTIA Network+, CompTIA Cloud+, CompTIA Security+.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge public cloud platforms such as AWS, Azure, or Google Cloud Platform.
- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.

- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasionally lifting over 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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COMMERCIAL PARKING AND GROUND TRANSPORTATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Commercial Parking and Ground Transportation the Commercial Parking and Ground Transportation Manager is responsible for the day-to-day operations of the public parking, rental car, and ground transportation operations. The position assists in creating and enforcing policies and procedures as defined by agreements, the Ground Transportation Operations Manual, and Authority policies, standard procedures, and operating directives. The position also assists in preparing reports related to the parking revenue control system, parking trends, capacity and usage.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and monitors the day-to-day functions of the parking operation with a focus on capacity management, rental car operation, and ground transportation operations, and serves as the Commercial Parking and Ground Transportation first point of contact.
- Team lead representing the team in meetings during the planning, implementation, and monitoring of selected construction and maintenance projects to minimize customer service and operational impacts.
- Assists with parking capacity analyses, consistently monitors parking capacities, and redirects customers to open parking spaces as needed using available tools.
- Drafts and revises emergency procedures and collaborates with other departments to be the team lead for emergency planning and selected response.
- Conducts monthly inspections of rental car company operation and assigned space to ensure compliance with agreement terms and conditions, safety, and aesthetics.
- Assists in overseeing the agreements for parking, rental cars, Transportation Network Companies and other ground transportation modes, with a particular focus on compliance and standards.
- Performs semi-annual audits of the parking operator to ensure compliance with the Parking Facilities Management Services Contract.
- Provides input regarding the annual parking fiscal year operating budget and assists with monitoring the parking expense budget.

- Regularly inspects the parking facilities to ensure they are maintained in a clean and safe condition, and that customer service standards are being met . -Makes recommendations for operational improvements and efficiencies.
- Acts as support for expense reports, Parking and Revenue Control System (PARCS), AVI, and other parking and ground transportation related reports.
- Collaborates with other Authority departments, in particular Operations, Maintenance, and Planning and Development, as needed and maintains excellent working relationships.
- Assists with revisions to policies, procedures, rules and regulations.
- Works closely with Enterprise Risk Management regarding damage claims and/or personal injury reports.
- Assists with customer service inquiries and/or complaints related to commercial parking and ground transportation.
- Reviews parking refund requests to ensure requests are resolved and meet response guidelines.
- Resolves internal requests, questions, and complaints frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in business or public administration or related field.
- Three (3) years related experience.

- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport parking facility operations and ground transportation systems, including relevant federal, state, and local regulations affecting these operations.
- Knowledge of business principles and practices related to the management of parking and ground transportation agreements, including compliance standards and operational guidelines.
- Skill in leadership and team management, effectively guiding staff and fostering a collaborative work environment.
- Skill in communication and presentation, enabling clear and effective interaction with diverse audiences, including staff, tenants, and external stakeholders.
- Ability to analyze operational data and make recommendations for improvements and efficiencies within parking and ground transportation services.
- Ability to prepare and manage budgets, ensuring accountability for expenses and adherence to financial targets in the parking operation.
- Ability to monitor and enforce compliance with facility cleanliness and safety standards, ensuring that all operations meet established guidelines.
- Skill in producing and maintaining various operational reports, including financial, expense, and usage reports, to inform management and support decision-making.
- Ability to handle customer service inquiries and complaints effectively, ensuring timely responses and resolutions to enhance passenger satisfaction.
- Ability to collaborate with various departments and external agencies, maintaining strong relationships to support operational objectives.
- Knowledge of preventative maintenance practices and safety hazard identification to ensure the integrity and functionality of parking and ground transportation facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing
- Frequent use of car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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COMMERCIAL PARKING SYSTEMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Commercial Parking Systems Manager is responsible for overseeing the daily operations of the Authority's online booking system, including refining and changing rates and products, while providing essential support to the overall management of parking operations. This position engages in a diverse range of responsibilities, including active participation in all facets of the online booking system, ensuring its continuous enhancement, and leading initiatives for process improvements. This role will analyze industry best practices and emerging trends, develop strategic initiatives to optimize the booking system, and generate insightful reports that inform business decisions.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for the day-to-day administration of the online booking system, including revenue management and insights into the parking operation and capacities
- Actively and regularly recommends and inputs changes in online parking rates and products in real time to optimize revenue, improve customer service and manage capacities
- Monitors the performance of rates and products to ensure optimal performance
- Predicts future capacities and measures risk to inform future rates and product availability while monitoring and reacting to any changes in expectations
- Benchmarks other online booking systems and analyze system data to identify opportunities for enhancements.
- Recommends and evaluates enhancements for both the front-end and back-end of the online booking system.
- Develops strategic initiatives, including loyalty programs, premium offerings, and revenue-enhancing opportunities.
- Acts as the primary point of contact for customers, addressing complaints, concerns and feedback related to parking products and the online booking system.
- Monitors and utilizes user feedback to track, report, and recommend actions to improve customer service.
- Collaborates with other departments to design, implement and review marketing and communication initiatives to ensure alignment on desired objectives
- Investigates and responds to customer requests for online booking system refunds.

- Ensures compliance and adherence to terms and conditions, making recommendations for improvement.
- Develops, manages, forecasts, and analyzes parking budgets, performance and capacities.
- Assists with monthly financial reporting, including presentations and reports for executive management.
- Interprets various sources of data and converts findings into reports, dashboards, ideas, and actionable intelligence.
- Generates daily reports that facilitate decision-making and provide actionable intelligence.
- Provides analysis, data, and insights related to audits and business reviews.
- Serves as the subject matter expert for the online booking system and its performance.
- Collaborates with the Research Department on focus groups, surveys, and other customer feedback initiatives.
- Evaluates and reports on e-commerce industry best practices, with a focus on relevant airport e-commerce opportunities.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or related field.
- Three (3) years of experience managing online booking systems.
- Or an equivalent combination of education, training and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of systems analysis techniques.
- Knowledge of key performance indicators and metrics.
- Skill in problem-solving and analytics.
- Ability to set priorities, meet deadlines and multi-task.
- Skill in Microsoft Word, Excel, Outlook, and PowerPoint.
- Skill in presenting reports defining project progress, problems and solutions.
- Ability to collaborate effectively with leaders, employees, and customers while maintaining a positive and proactive approach.
- Ability to prioritize customer service and consistency in all decisions and recommendations.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to collect, develop, organize and evaluate data and to develop logical conclusions based on the data.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing
- Frequent use of car/light truck

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COMMERCIAL REAL ESTATE SPECIALIST

GENERAL DESCRIPTION

Under the general supervision of the Senior Manager of Commercial Real Estate, the Commercial Real Estate Specialist provides professional support to internal and external customers for day-to-day operations and real estate projects to meet the Authority's business, contract, and revenue goals. The Commercial Real Estate Specialist is responsible for managing tenant relationships, and lease contract administration and compliance.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Maintains lease abstracts, agreements, LOAs, amendments, and other critical documents to ensure information is accurately represented.
- Assists with the management of real estate assets.
- Assists with the revision or amendment of contracts and agreements and prepares for executive signature.
- Works with internal, external departments and legal counsel to ensure compliance with federal, state, and local rules and regulations and Authority policies and procedures.
- Assists with managing aeronautical and non-aeronautical operating agreements, leases, and other related service agreements for financial, operational, and regulatory compliance.
- Monitors ongoing performance of budgets.
- Processes and tracks invoices related to commercial real estate projects when received.
- Processes and tracks ad valorem tax and City of Tampa storm water invoices.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in business and/or real estate or commercial property management.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree's in Business Administration or a related field.
- Three (3) years of experience in business and/or real estate or commercial property management.
- Real estate licensure.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of real estate and commercial property management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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COMMUNICATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director or Senior Manager of Communications, the Communications Manager enhances the Hillsborough County Aviation Authority's (HCAA) brand and communication strategies across various platforms. This position is responsible for crafting and editing compelling written, video, and digital content, including press releases and social media initiatives, to ensure clear and impactful messaging. Acting as a spokesperson for HCAA, the manager fosters strong relationships with external stakeholders, media, industry groups, and community organizations while collaborating with internal departments to support various initiatives. Additionally, the role is critical in managing emergency communications and ensuring timely responses during critical situations. A strong focus on customer experience and innovative strategies is essential for success in this dynamic and fast-paced environment.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Researches, develops, pitches, and writes engaging story ideas for internal and external audiences.
- Drafts and edits communications for the Chief Executive Officer (CEO) and executive staff, ensuring clarity and consistency.
- Manages and produces content for platforms to support internal communications.
- Produces and distributes content for newsletters and community/industry publications to enhance stakeholder engagement.
- Represents the Authority in public speaking engagements and presentations.
- Manages front-page communications to provide timely and relevant information for employees.
- Drafts and publishes monthly recaps of HCAA Board meeting to improve organizational transparency.
- Collaborates with Human Resources and other departments to address communication needs and strategic planning.
- Conducts media outreach and responds promptly to media inquiries to maintain positive relationships.
- Proactively seek placements for stories in national, local, and industry publications.

- Monitors news coverage of the Authority and the aviation industry, identifying trends to promote airport initiatives and share relevant news with stakeholders.
- Updates the online newsroom and maintain a video/image library for internal and external communications.
- Leads the HCAA's social media program, including campaign planning, content creation, and performance analysis.
- Supports the execution of other special projects, events, media engagements, and presentations as assigned.
- Regular on-call duties in support of responsive communications and stakeholder engagement; emergency/breaking news response, including representing the Communications department in-person and virtually for Emergency Operations Center meetings and briefings; execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Journalism, Mass Communications, English, or related field.
- Four (4) years of experience in broadcast journalism, media relations or public relations.
- Or equivalent combination of education, training, and experience.
- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Proficiency in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of communications best practices within public government and the aviation sector.
- Knowledge of media operations and the needs of various media outlets.
- Skill in excellent organizational and time management, with a proven ability to meet deadlines.
- Skill in prioritizing assignments and effectively managing multiple tasks simultaneously.
- Ability to communicate complex technical information clearly and understandably.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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CONCESSIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Concessions, the Concessions Compliance Manager will support the Concessions program and related assignments. The Concessions Compliance Manager is responsible for assisting in creating and enforcing contractual requirements, assessing Concessionaires' and Service Providers' compliance as specified in Lease and Concessions contracts and the Concessions Handbook, policies and procedures as defined by the Tenant Work Permit process, and Authority policies, standard procedures, and operating directives. The Concessions Compliance Manager ensures all related concession operations are well staffed, clean, and safe at all times and that Concessionaires are in compliance with their agreements.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and monitors the day-to-day concessions program operation, including the online ordering program, and is the Concessionaires first point of contact.
- Assists in managing the agreements for concessions, the Concessions Receiving and Distribution Center Management, and vending, with a particular focus on compliance and standards.
- Offers support in preparing the annual fiscal year operating budget.
- Makes recommendations for operational improvements and efficiencies.
- Works with the Concessionaires, leaders, outside agencies, other Airport tenants, and internal teams for inspections of all concession locations and support facilities; inspects for cleanliness, safety hazards, preventative maintenance.
- Creates, produces, obtains, and maintains compliance reports.
- Recommends enhancements to Performance Audits, Security and Operational violations and hours of operations.
- Collaborates with other Authority departments, to maintain excellent relationships throughout the Authority.
- Assists with customer service inquiries and/or complaints related to airport concessions.
- Assists with refund requests for the online ordering program to ensure requests are resolved.
- Resolves internal requests, questions, and complaints, frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.

- Provides support for the administration of the Concessions Recognition Program.
- Maintains, updates, and distributes department resources such as Concessionaire Handbooks, contact lists, menus, and performance plans.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Business Administration, Finance, Hospitality or related field.
- Five (5) years of experience in food and beverage, retail, and/or hospitality.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with airport concession and/or customer service.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of food and beverage and/or retail operations and compliance as well as federal, state, and local rules and regulations affecting such operations and business principles and practices as they relate to the management of revenue-generating agreements.

- Knowledge of various Compliance Reports, Performance Audits and Security Operations.
- Skill in conducting performance audits and analyses of operational programs and procedures.
- Ability to problem solve, be accountable, and decisive while executing operationally sound plans.
- Ability to remain visible, enthusiastic, and maintain a high energy level.
- Ability to focus on details, set priorities, meet deadlines, multi-task while upholding high operational standards.
- Ability to work independently to analyze, interpret, accurately summarize, and resolve complex compliance issues.
- Ability to use a computer and related software, including Microsoft Word, Excel, and PowerPoint.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hour per day
- Occasional sitting
- Typing up to 6 hours per day

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CONTRACTS MANAGER

GENERAL DESCRIPTION

Under the general direction of a Senior Manager, the Contracts Manager oversees maintenance contracts for all locations, all of which play a crucial role in the operations of the Authority. This role manages, coordinates, and monitors assigned contracts while establishing administrative procedures and guidelines for effective outcomes. The Maintenance Contracts Manager prepares contract work scope drafts, bid schedules, pay applications, and other related documents, while also creating and coordinating work schedules to ensure timely completion.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates and monitors assigned contracts to ensure compliance and effective management.
- Prepares contract work scope drafts, bid schedules, pay applications, and related documentation for review.
- Creates and coordinates work schedules to ensure timely completion of contract deliverables.
- Monitor contract budgets, track the status of allocated funds, and control expenses effectively.
- Analyzes risks and assesses the future impact of decisions related to contract management.
- Collects, organizes, and analyzes data to develop logical conclusions for contract performance.
- Develops tracking systems to monitor work progress and ensure accountability.
- Conducts regular reviews of contract performance to identify areas for improvement.
- Ensures compliance with all relevant regulations and standards in contract management.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.

- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Industrial Management, or related field.
- Three (3) years experience in maintenance contract management, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of contract management principles, practices, and objectives.
- Knowledge of relevant regulations and standards applicable to contract management.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Ability to review and analyze contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing, walking & sitting.
- Frequent lifting up to 50 Ibs or more.
- Constant bending, pushing & climbing.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.

- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CREDENTIALING & ACCESS CONTROL COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Credentialing & Access Control Compliance Manager oversees national compliance requirements for the Transportation Security Administration (TSA), 49 CFR 1542, and the Authority's Security Program. This role focuses on aviation worker credentialing, security training, and access control. The Credentialing & Access Control Compliance Manager leads the Badging Office Credentials Specialists, ensuring accurate adjudication of ID Media applicants' Criminal History Records Information (CHRI) and maintaining the highest standards of customer service and regulatory compliance.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers airport-issued security credentials and ID media for Authority.
- Monitors, updates, tracks, and coordinates access control requirements for all airport stakeholders.
- Conducts audits of tenants' security procedures, background checks, and credential status.
- Issues Security Violations for regulatory compliance; attends hearings for ID Media suspension or revocation.
- Drives continuous improvement in key stakeholder relationships.
- Ensures compliance standards for security-related recurrent training.
- Acts as the "on-call" Airport Security Coordinator, available to TSA 24/7.
- Oversees security training programs, including computer-based training for aviation workers.
- Oversees budget documents and monitors allocated funds for the Credentials office.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Five (5) years experience in Airport Operations, Airport Security, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Airport Security Coordinator Designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.

- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DATABASE ADMINISTRATOR III

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Database Administrator III develops and implements long-term database strategies aligned with organizational goals. This position designs and architects complex, high-performance, and scalable database systems to support critical business applications. Additionally, the Database Administrator investigates and resolves complex database issues, enforce database standards and best practices, evaluate new database technologies, and provides guidance to other members of the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements long-term database strategies that align with organizational goals and objectives.
- Designs and architects complex, high-performance, and scalable database systems to support critical business applications.
- Conducts performance analysis and tuning of databases to optimize resource utilization and minimize response times.
- Develops and implements advanced backup and disaster recovery strategies to ensure business continuity and minimize data loss.
- Investigates and resolves complex database issues, including performance bottlenecks, data corruption, and security breaches.
- Develops and enforces database standards, best practices, and policies to maintain consistency and reliability across the organization.
- Evaluates and recommends new database technologies, tools, and methodologies to improve efficiency and performance.
- Collaborates with business stakeholders to understand their data requirements and propose effective solutions to meet their needs.
- Develops and delivers training programs to educate developers, analysts, and other stakeholders on database concepts and best practices.
- Ensures regulatory compliance and data security by implementing and auditing database access controls, encryption, and other security measures.
- Manages database vendors and service providers, ensuring they meet service level agreements and deliver value to the organization.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of experience working with databases, including installation, configuration, and maintenance, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Oracle Certified Professional (OCP) certification.
- Oracle Certified Expert (OCE) and Oracle Certified Master (OCM).
- Cloud certification such as Oracle Cloud Infrastructure (OCI) Architect Associate or Professional
- ITIL certification
- Master's degree in a related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of SQL and PL/SQL programming languages with strong proficiency in writing complex queries and procedures.
- Knowledge of operating systems such as UNIX, Linux, and Windows as they relate to database operations.
- Knowledge of database architecture and design principles, including normalization, indexing, and data modeling.
- Knowledge of database security and compliance requirements, including best practices for data protection and access control.
- Knowledge cloud-based database solutions, understanding the implications and benefits of cloud architecture.
- Knowledge of backup and recovery technologies, including RMAN, Data Pump, and third-party solutions
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DEVELOPMENT COMMITTEE ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Director of Capital Programs, the Development Committee administrator is responsible for coordinating, managing, and reporting on all aspects of the Development Committee activities for the Authority. Provides in depth financial analysis and prepares fiscal year budget and Development Committees summaries and facilitates presentations for the Authority and airlines.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Generates and manages the Bi-weekly Development Committee agenda for all active, pending, closed, and new FY capital development projects. This encompasses planned major growth capital improvements and ongoing maintenance projects necessary to meet the Authority's projected needs.
- Coordinates follow-up with Project Directors to revise and resubmit new fiscal year PMP documents based on Development Committee feedback, ensuring effective preparation and prioritization of capital projects.
- Manages the schedule for new fiscal year presentations and discussions on special interest items, coordinating with Project Directors and Department Directors to ensure effective management of capital projects and alignment with the Authority's goals during Development Committee meetings.
- Coordinates and prepares final documentation for each fiscal year's Project Management Plan submittal, including scope, budget, construction cost worksheets, project schedule, team details, potential impacts, cost-benefit analysis, expectations checklist, and delivery approach.
- Manages and maintains electronic files for all Development Committee-approved Capital Development Project Management Plan documents, including new fiscal year projects, revisions, updates, and financial closeouts, ensuring accessible retrieval for Project Directors and internal departments.
- Prepares the recommended annual FY capital budget and Capital Improvement Plan Book for presentation to the airlines and the Authority Board for approval and inclusion in the annual Budget.
- Updates Master Project Management Plan documentation forms annually.
- Schedules and leads individual and departmental training meetings.
- Monitors the reporting of Capital Improvement Plan closeout packages completed by internal teams and third-party service providers, ensuring their completeness and accuracy.

- Updates internal departmental processes.
- Annually updates the Project Development Program Manual, outlining the procedures and guidelines for planning, budgeting, implementing, and managing capital projects at the Authority's four airports, in collaboration with Planning and Development and Construction and Procurement to promote innovation and process improvement.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business/Public Administration or related field.
- Four (3) years of experience in finance/accounting working with capital projects, project management, and data analytics.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Management, Business/Public Administration or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of management.

- Knowledge of the functions, services, activities, requirements and objectives of the specific program/functional area to which assigned.
- Knowledge of federal, state, and local regulations pertaining to the assigned area.
- Skills in applying existing guidelines and in creating new approaches to develop and modify work plans, methods, and procedures for the work unit or function.
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, management, and local stakeholder groups to accomplish departmental and Authority's mission.
- Ability to identify relationships that explain facts, data, or other information, and make correct inferences or draw accurate conclusions.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIR SERVICE DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Director of Air Service Development is responsible for directing strategic and tactical plans aimed at increasing flight operations to existing domestic and international markets while attracting new airlines and destinations. This role provides essential leadership by leveraging real-time business analytics and consumer data to inform both short-term and long-term strategies that enhance the airport's overall business objectives. The Director collaborates with various stakeholders to develop initiatives that drive growth and improve passenger services, ensuring that the airport remains competitive in the aviation industry. Additionally, this position plays a critical role in evaluating market trends and operational needs to align air service development efforts with the airport's strategic vision.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the implementation and execution of strategies to attract airlines to the market and increase domestic and international flight operations.
- Manages the overall relationship between the Authority and airline commercial planning organizations.
- Serves as internal consultant supporting ongoing analysis related to commercial aviation topics.
- Provides strategic recommendations to Authority senior leadership.
- Responsible for regular reporting on traffic trends, both globally and domestically, to inform stakeholders (including the Authority's board) of current market performance.
- Develops and presents business case presentations to airline executives to promote air service opportunities.
- Plans and tracks all Air Service Development virtual and in-person meetings to ensure effective engagement with airline partners.
- Represents the Authority at airline and industry meetings, trade shows, and conferences related to air service development. Speaking roles may be required at industry events.
- Regularly engages with and provides analysis to key community partners including Destination Marketing Organizations, Economic Development Councils and Chambers of Commerce.
- Leads the implementation of Authority's Air Service Incentive Program (ASIP) to encourage airline participation, route expansion and entry of new airlines at TPA.

- Oversees the preparation of budget requests and business plans, managing the approved departmental budget effectively.
- Develops and maintains data sources to provide insightful analysis for both internal and external stakeholders.
- Develops and manages Customer Relationship Management (CRM) systems to enhance engagement and communication with airline partners and stakeholders.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelors Degree in Business Administration, Economics, Marketing, Aviation Management, or related field.
- Eight (8) years experience in air service development or airline network planning or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Masters Degree in Business Administration.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of data tracking and analysis methods, with proficiency in word processing, spreadsheet, database, and presentation software.
- Knowledge of demographic, psychographic, and travel propensity data analysis,
- Knowledge of Customer Relationship Management (CRM) applications.
- Comprehensive knowledge of key airline network planning concepts, methodologies and strategies
- Knowledge of domestic and international airline passenger and air cargo operations, including network decision-making processes.
- Knowledge of airport business operations fundamentals and related federal regulations governing airport functions.
- Ability to function at a high level while engaging with airline executives and community organizations (including CEO and Board level).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending & stooping
- Occasional climbing
- Constant typing
- Occasional use of car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIRPORT CONCESSIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Director of Airport Concessions is responsible for managing and overseeing the Authority's Concessions Program, which includes food and beverage, retail, advertising, passenger services, and vending across all airport terminals and properties. This position develops strategic plans to enhance the concessions program, generates budgets, forecasts, and preform, and evaluates all airport concession agreements to drive non-aviation revenues while prioritizing the Authority's ACDBE program goals. This role will monitor the financial performance and customer service standards of concession vendors, ensuring compliance with Authority guidelines, while also leading a team dedicated to delivering high-quality passenger experiences and maximizing airport revenue.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Airport's Concessions program, managing all aspects including food and beverage, retail, advertising, sponsorships, vending, and passenger services to maximize revenue generation.
- Develops and manages the annual budget, forecasts, space planning, and design, as well as financial management analysis, merchandising, and product promotions.
- Identifies and promotes the optimal use of airport properties and spaces to enhance revenue potential and improve passenger experience.
- Directs the negotiation and oversight of all airport concession agreements in coordination with the Procurement and Legal departments to ensure compliance and effectiveness.
- Prepares and presents comprehensive reports on concessions performance, including insights and analysis of sales and revenue trends to various audiences.
- Supports long-term strategic plans for airport terminal facilities concessions.
- Conducts studies to evaluate new opportunities and assess the financial viability of capital projects supporting concession programs.
- Monitors customer service performance within the concessions program, conducting regular store walk-throughs to ensure compliance with signage, appearance, and cleanliness standards.
- Approves advertising copy, operational hours, and tenant improvements while ensuring contract compliance and overseeing necessary security inspections.

- Works closely with internal stakeholders on key projects, including the Master Plan, construction initiatives, and contract audits to align efforts and resources.
- Administers the third-party logistics management contract to optimize operations for concessionaires and the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business or Restaurant Management related field.

- Eight (8) years experience in planning, developing, and implementing concessions programs including negotiating and administering revenue generating contracts.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Business or Restaurant Management or another related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of concessions management, including food and beverage operations, retail, advertising, passenger services, and vending regulations.
- Skill in financial management, including budgeting, forecasting, and analysis, to support revenue generation and strategic planning for the concessions program.
- Knowledge of best practices in customer service and operational efficiency within the concessions sector to ensure high-quality passenger experiences.
- Skill in conducting pro-forma and feasibility studies to assess the financial viability of new opportunities and capital projects within the concessions program.
- Ability to monitor and evaluate customer service performance, conducting regular inspections to ensure compliance with appearance and cleanliness standards.
- Ability to collaborate effectively with internal stakeholders on key projects, ensuring alignment of efforts and resources towards common goals.
- Skill in leading and managing a team, providing training, coaching, and mentoring to ensure high levels of service and compliance within the concessions area.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours
- Continuous typing

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DIRECTOR OF AIRPORT OPERATIONS AND EMERGENCY MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Airport Operations and Emergency Management is responsible for overseeing airfield operations, the Authority's Wildlife Program, and emergency management. This role involves directing airside operations' day-to-day safety, security, and efficiency while establishing strategic direction for preparing, mitigating, responding to, and recovering from incidents or emergencies. The Director collaborates with various stakeholders, including federal and state agencies, to ensure compliance with regulations and enhance the overall operational effectiveness of the airport. Additionally, this position involves leadership responsibilities, including staff development, and fostering a culture of safety and collaboration within the organization.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures compliance with all applicable federal and state regulations while enforcing the Authority's operational policies, procedures, rules, regulations, and operating directives.
- Monitors airport operations to deliver safe and efficient services to all airport users.
- Serves as a key member of the Airport's incident management team during emergency responses, providing leadership and making critical decisions to resolve public unrest and manage equipment mobilization.
- Develops and implements changes and enhancements to operational procedures to continuously improve airport operations.
- Recommends improvements or expansions to policies, procedures, and facilities that enhance safety, resilience, and the customer service experience for passengers and airlines.
- Manages the budgets and resources effectively to support airport operations and emergency management initiatives.
- Acts as a liaison and principal representative of the Authority to the FAA, TSA, State of Florida, FDLE, Hillsborough County, and City of Tampa officials, facilitating communication and collaboration.
- Oversees all roles in the Emergency Operations Center (EOC) before, during, and after events, facilitating timely and comprehensive situation updates and damage assessments during emergencies.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management or related field.
- Eight (8) years experience in managing operations at a large or medium hub airport.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Public or Business Administration, Airport Management or related field.
- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability.
- Part 139 regulatory experience.
- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM).
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

DIRECTOR OF AIRPORT PROPERTIES AND AIRLINE AFFAIRS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Director of Airport Properties and Airline Affairs represents the Authority as the facility owner and is responsible for the strategic planning, business management, and lease negotiations for the aviation properties portfolio at the Airport, including the Main Terminal, Airsides, and airfield out buildings throughout the Airport Properties. This role provides technical expertise in contract negotiation and drafting and will provide advice regarding all business and contract-related compliance activities affecting the Airport Properties. This position serves as the primary liaison between the Authority and its Airport Properties.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary liaison between the Authority, airlines, and Airport Properties tenants to facilitate effective communication and collaboration.
- Facilitates discussions among the Authority, airlines, and support companies to establish performance standards that enhance operational efficiency and passenger growth.
- Engages with aviation and non-aviation customers to address their contractual and facility needs, ensuring satisfaction and compliance.
- Collaborates with the Air Service Development department to attract new air service opportunities to the Authority.
- Leads discussions on facility and operational enhancements, supported by thorough financial analysis to ensure viability.
- Manages and oversees the support processes for airlines, addressing operational issues and enhancing airport operations.
- Negotiates resolutions to disputes between airport staff and tenants regarding the use and development of airport properties.
- Oversees capital requests from the Airline Fuel Committee and ensures compliance with business regulations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, or related field.
- Eight (8) years experience in a business environment, including project management, contract development, contract administration, or related field.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.

PREFERRED QUALIFICATIONS

- Law Degree (J.D.), or Master's Degree in Business Administration or related field.
- Five (5) years experience in airport properties or airline affairs management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the airline business, including major domestic and international air carriers, networks, global alliances and codeshares, and common passenger aircraft.
- Knowledge of the administration and management of contracting documents and compliance with policies and procedures.
- Knowledge of business negotiations, contract law, and project management principles.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Capital Programs, the Director of Capital Programs is responsible for the coordination of the Authority's Capital Improvement Program (CIP), state and federal grant funding, grant billing, project payments, capital assets, and project performance reporting. This includes development of short and long-range capital improvements, project cost tracking and forecasting, records management, performance measures, and process improvements. Directs and coordinates the development of the annual Capital Improvement Program forecast (20-year Plan). Ensures that a high degree of coordination occurs between departments so that the project management plan's scope of work, budgets, and schedules are carefully planned to achieve successful project implementation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the Authority's Strategic Business Plan is regularly updated to reflect current goals and objectives.
- Collaborates closely with the Government Affairs liaison to identify and develop plans for securing third-party funding sources.
- Cultivates and maintains strong relationships with the FAA and the State District 7 office to support funding and project success.
- Manages the Development Committee process, facilitating input from all departments to effectively plan and track capital projects.
- Chairs bi-weekly Development Committee meetings to oversee project discussions and decision-making.
- Directs the development and timely updates of Project Management Plans to ensure project milestones are met.
- Maintains and updates the Capital Improvement Program master schedule to provide accurate project scheduling and cash flow projections.
- Provides project cost data to Project Directors to ensure adherence to budget constraints across all projects.
- Ensures timely billing for all grants and Passenger Facility Charges (PFCs) while establishing processes for prompt payment of consultant invoices and contractor pay applications.
- Oversees the reporting of Goals & Objectives and project performance measures to track the effectiveness of capital projects.

- Manages external resources, including consultants and program management staffing, to optimize project delivery.
- Compiles and manages PFC applications, ensuring familiarity with eligibility requirements, application timelines, and compliance with the PFC Handbook.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Finance, Accounting, or related field.

- Eight (8) years experience in Finance or Accounting.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Finance, Accounting or related field
- Certified Public Accountant (CPA) license.
- Previous airport experience, including capital programs.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the AIP Handbook, project eligibility criteria, and application timelines to effectively manage grant funding processes.
- Skill in business and financial acumen to analyze project costs, budgets, and financial forecasts for successful capital project management.
- Skill in promoting change and innovation by embracing diverse perspectives and thinking styles across all levels of staff.
- Ability to balance and prioritize competing priorities effectively, ensuring critical tasks are completed on time.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Typing up to 6 hours per day

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMERCIAL PARKING AND GROUND TRANSPORTATION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Director of Commercial Parking and Ground Transportation is responsible for directing the revenue and operations of the Authority's public and employee parking facilities, rental cars, and ground transportation services. This position involves overseeing all aspects of these operations, including budget development, revenue & capacity forecasting, and contract management, while also identifying opportunities for revenue enhancement and operational efficiency. This role oversees an online booking system with the capability for real time rate changes and the ability to influence revenue, customer service and garage utilization. This role will lead a team focused on delivering exceptional customer service and ensuring compliance with contractual obligations, ultimately making airport parking the preferred choice for travelers. Additionally, the Director will collaborate with various stakeholders to create and implement strategic initiatives and enhance the overall passenger experience.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs and oversees the management of the Airport’s public and employee parking, rental car, and ground transportation operations, including all associated revenues, capacity management, contracts, programs, and products.
- Researches, conducts sensitivity analysis and develops recommendations to retain or generate additional revenue while providing operational efficiencies across all areas of responsibility.
- Monitors and reports regularly on performance and utilization.
- Establishes revenue forecasts and budgets for the department, ensuring alignment with annual targets for parking, rental car, and ground transportation services.
- Prepares and presents analysis and reports on performance for parking, rental cars, and ground transportation, delivering insights, variance and trend analysis to executive leadership.
- Leads the development, implementation, and management of the parking contractor agreement, focusing on budget setting, customer service improvement, and operational efficiency.
- Leads the development, implementation, and management of the Online Booking System.
- Collaborates with other departments and the parking contractor to ensure compliance with revenue control, airport policies and procedures, and audit processes.

- Utilizes the Online Booking System in partnership with the Commercial Parking System Manager to change parking rates and products in order to influence occupancy rates, optimize revenue, and improve customer service.
- Leverages parking-related software and technology to engage passengers, enhance perceived value, and retain parking users.
- Collaborates with other departments to design, implement and review marketing and communication initiatives to ensure alignment on desired objectives
- Collaborates where necessary with other departments and external stakeholders to Identify, create, present and implement both short- and long-term strategic plans for airport parking, rental cars, and ground transportation to include strategic direction on negotiations, parking rate strategies and parking products.
- Directs, negotiates and manages the procurement and administration of airport parking, rental car, and ground transportation agreements, ensuring compliance and operational excellence.
- Directs, negotiates and manages the procurement for parking equipment and parking systems and acts as the subject matter expert in this area
- Works closely with internal stakeholders on capital improvement projects, including Master Plan initiatives
- Team lead during the planning, implementation, and monitoring of selected construction and maintenance projects to minimize customer service and operational impacts.
- Leads and mentors a team, ensuring high levels of passenger service and contractual compliance in all aspects of parking facility operations, rental cars, and ground transportation services.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.

- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Economics, Finance, Aviation, Logistics or related field.
- Eight (8) years experience financial/ operations management.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Economics, Finance, Aviation, Logistics, or related field.
- CAPP - Certified Administrator of Public Parking.
- Certified Parking Professional (CPP) from the National Parking Association.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the parking, rental car, and ground transportation business environment, including social, economic, political, and technical trends that impact parking revenue and operations.
- Skill in presenting comprehensive reports that define project progress, address issues, and propose effective solutions to various stakeholders.
- Ability to develop and produce strategic plans that align with the Authority's objectives and enhance the overall effectiveness of parking and ground transportation services.
- Ability to create, manage, forecast, and analyze budgets and profit and loss statements (P&Ls) to ensure financial targets are met.
- Ability to direct and manage multiple resources and projects simultaneously, ensuring successful outcomes and operational efficiency.
- Ability to build coalitions and foster strong relationships among various stakeholders, including internal departments and external partners.
- Ability to demonstrate considerable initiative, think independently, and exercise sound judgment in decision-making processes.
- Skill in leveraging technology and software, such as the Online Booking System and Parking Revenue Control System, to optimize operations and enhance customer service.

- Ability to lead, coach, and mentor team members, ensuring high levels of passenger service and adherence to contractual obligations in all aspects of operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing

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DIRECTOR OF COMMERCIAL REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Director of Commercial Real Estate is responsible for the management and development of Real Estate for the Authority. The Director of Commercial Real Estate implements the Authority's real estate development strategy, provides advice regarding all real estate activities within the airport system, conducts negotiations, and monitors other potential areas that might present risk for each transaction and/or venture. This role develops, implements and manages a robust real estate program in alignment with current market opportunities, the Authority's Master Plans, and will strive to creatively maximize the use of available Authority land at Tampa International and General Aviation Airports. This role also provides the technical expertise in compliance with FAA, State of Florida, County and City standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for the overall success of the Commercial Real Estate Development Department for the Authority, including aeronautical, commercial, and industrial projects, and represents the organization, both internally and externally, by supporting the strategic direction and priorities, objectives, vision, mission and values of the Authority.
- Directs and conducts solicitations, negotiations and preparation of favorable lease agreements and contracts. Assists in the strategy, development and preparation for the conduct of negotiations as well as assisting in formulating policies which are applicable to this role.
- Identifies and builds strategic networks, community relationships and partnerships that could fit the Authority's real estate development strategy.
- Independently develop and analyze highly detailed pro formas, internal rate of return analyses, what if scenarios, and other financial analysis tools for identifying and evaluating development opportunities
- Prepare term sheets, structure and negotiate leases, ground leases, public-private partnerships, or other development agreements
- Ensure end-to-end project delivery including budgeting, procurement, contractor/vendor oversight, schedule adherence and project close out.
- Represents the Commercial Real Estate units interests at the Authority's Capital Development Committee Meetings

- Provides direction and mitigation strategies regarding real estate ventures and negotiations, while ensuring legal compliance with Federal, State, and local regulations.
- Manages the real estate budget by facilitating realistic forecasting, maintaining effective budgetary controls, constructing contingency plans to stay within budgetary constraints, reducing expenses and/or developing revenue generating opportunities.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with Authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable in-person attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, or related field.

- Eight (8) years experience in real estate development.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Licensed Real Estate Agent to be obtained within one (1) year of hire.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one (1) year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Public or Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations related to the development and leasing of airport property.
- Knowledge of commercial real estate and leasing contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMUNICATIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing, Communications and Strategy, the Director of Communications is responsible for overseeing the creation and execution of all communication materials for the Authority. This role involves acting as the primary spokesperson, managing media relations, and defending the organization against misinformation. The Director of Communications develops comprehensive communication strategies, anticipates messaging needs, and supervises the writing of press releases, communications plans, and other essential content. Additionally, the position plays a critical role in emergency and breaking news responses, ensuring timely and accurate information dissemination. By fostering strong relationships with internal and external stakeholders, the Director supports the overarching objectives of the Authority while monitoring industry trends and media coverage.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary spokesperson and media contact for the Authority, responding to media requests in a timely manner.
- Vets and schedules all media interview requests with the CEO and members of the Executive Team.
- Proactively seeks placement of stories about Tampa International Airport and the Authority in national, local, and industry publications while defending the organization against misinformation or inaccurate reporting.
- Edits and approves all written materials distributed by the department to ensure clarity and consistency, including press releases, online news stories and newsletter content.
- Anticipates internal and external messaging needs; research, write, and edit executive and stakeholder communications.
- Monitors social media and news coverage of the Authority and the industry, identifying trends and opportunities to promote airport initiatives or preemptively respond to issues.
- Drafts and ensures the execution of weekly and monthly communications plans aligned with the Authority's objectives.
- Maintains an updated Crisis Communications Plan and Department Policies and Procedures.
- Conducts public and internal presentations representing the Authority or department effectively.

- Serves as the Communications liaison for other Authority departments to foster collaboration and alignment.
- Develops communication strategies and plans for Authority-wide announcements to ensure consistent messaging across multiple platforms.
- Drafts and directs the annual Employee Town Hall run of show and content and other internal speaking events for the CEO and Executive Team.
- Manages all public records requests from members of the media, ensuring compliance with regulations and timely responses.
- Regular on-call duties in support of responsive communications and stakeholder engagement; emergency/breaking news response, including representing the Communications department in-person and virtually for Emergency Operations Center meetings and briefings; execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Journalism, Mass Communications, English, or another related field.
- Eight (8) years experience in broadcast journalism, media relations or public relations.
- Four (4) years supervisory experience.
- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Journalism, Mass Communications, English, or related field.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of communications best practices within public government and the aviation sector.
- Skill in strong interpersonal communication and technical support.
- Skill in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Skill in excellent organizational and time management, with a proven ability to meet deadlines.
- Ability to work proactively and independently, demonstrating initiative in all tasks.
- Ability to quickly learn and adapt to new communications and media platforms.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF CONSTRUCTION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Construction represents the Authority in the administrative and operational details of ongoing construction activities. The Director of Construction ensures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position will provide oversight of the communication between Authority Staff, contractors, designers, inspectors and the Authority's Consulting Engineer on all construction projects; provides oversight of the schedules of construction for all projects and assures that construction phasing, conflicts between contractors and contract compliance issues are addressed. This position will also provide oversight of the status of contract submittals processing and assures prompt action is taken to maintain appropriate response within contract requirements.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates' work performance conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors the contractor's implementation and maintenance of a Safety Program. Reviews all proposed changes to the Construction Contracts and assure proper application and interpretation of the Contract Documents.
- Analyzes contractor claims and prepares recommendations for Authority action.
- Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly Status of Construction Report by the project manager.
- Reviews the schedules submitted by the contractor to ensure compliance with the Master Schedule and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the Master Control Schedule. This includes reporting any

major variance with recommended corrective action. Coordinates phasing of contactors' work to complete the Project(s) according to the Authority's objectives of cost, time and quality.
- Acts as the representative of the Authority at the site of all construction work.
- Oversees Project Managers' scheduling and conducting of Progress Meetings at which Contractors and Inspectors can jointly discuss matters such as procedures, progress, problems, field changes and scheduling. Establishes procedures for cooperation and coordination between inspectors and Contractors concerning all aspects of the Project and implements such procedures.
- Develops and implements a procedure for review of all contractors' schedules of values and reviews all contractors' billings and invoices and recommends payment of all invoices.
- Monitors the Architect/Engineer in determining that factory inspection and testing for items fabricated outside Project limits is performed and assures that all necessary field records that arise out of the Work are maintained and provides oversight of the Project closeout procedures.
- Oversees the preparation of formal Board Monthly Status Reports of all Construction.
- Oversees the preparation and negotiation of all Contract Change Orders.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or a related field.
- Ten (10) years of progressive experience at higher levels of responsibility in the areas of construction administration and construction management.
- Eight (8) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Proficiency in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Understanding of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.
- Familiarity with height zoning regulations and their implications for airport development and airspace management.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 lbs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing

- Continuous typing
- Very frequent use of car/light truck

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DIRECTOR OF DESIGN

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Design is responsible for directing and supervising Authority staff and project design consultants related to engineering, architectural and environmental design development of all capital projects for the Authority's airport system. The Director of Design ensures that all projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position administers design contracts including the selection, contract negotiation and preparation of professional design contracts.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that the Authority's needs are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, schedules, and tenant development plans.
- Directs and supervises all design development activities to assure establishment and enforcement of guidelines, standards and design criteria.
- Develops and manages project budgets and schedules.
- Facilitates communication and collaboration of the design among stakeholders, Authority staff, team members, and other relevant parties.
- Manages the preparation of contract documents for construction.
- Prepares, administers and coordinates the annual budget for the engineering, architecture and environmental departments.
- Develops, administers and coordinates the selection of and contract negotiations with professional design consultants.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates' work performance conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.

- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in design, coordination and program management of engineering and architectural activities for an airport, or similar industry.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and design & construction standards.
- Skill in project and program management methodologies, including budgeting, scheduling, and monitoring.
- Skill in identifying and assessing potential risks, developing mitigation strategies, and ensuring timely risk resolution.
- Skill in tracking project progress, identifying variances, and reporting on key performance indicators (KPIs).
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, objectives, develop solutions, and make informed decisions under pressure.
- Skill in change management, transitions, and transformations, ensuring smooth implementation of new processes and tools.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent walking, standing & sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF DIGITAL TECHNOLOGY

GENERAL DESCRIPTION

Under the general direction of the Vice President, of Information Technology, the Director of Digital Technology leads the research and evaluation of emerging trends and solutions in the Information Technology industry by assessing their potential value to the organization. responsible for designing and overseeing staff education on new technologies, as well as recommending the application of innovative products and solutions to maximize organizational value. This role will also oversee the campuswide Common Use (Passenger Processing) vertical, the digital platform of displays and any new technology solutions implemented under the innovation initiative. Additionally, this role involves supervising a team of technical personnel engaged in complex systems, making critical decisions on airport performance. programming activities, providing technical guidance, monitoring project activities, financial justification and analyzing methods for information presentation.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Strategically assesses emerging trends in information technology, providing insights on their potential impact and alignment with organizational goals to drive innovation and competitive advantage.
- Designs and implements comprehensive educational initiatives for staff, fostering a culture of continuous learning and ensuring that the workforce is adept in leveraging new technologies to enhance overall organizational performance.
- Formulates and advocates for strategic initiatives that integrate new products and solutions optimizing their deployment to maximize value and drive organizational growth.

- Develops and oversees detailed project management frameworks, ensuring alignment with strategic objectives while effectively coordinating resources, timelines, and stakeholder engagement to uphold project integrity.
- Provides high-level technical direction and mentorship to project teams, facilitating successful execution and fostering a collaborative environment that enhances project outcomes.
- Leads the development and execution of comprehensive testing and implementation strategies for new systems, ensuring that operational goals are met efficiently while aligning with best practices and organizational standards.
- Leads the Passenger Processing team responsible for managing the majority of all airline flights including ticketing and gate equipment processing. This team will also oversee all biometric passenger processing.
- Leads the LiDAR technology implementation team responsible for implementing new solutions that meet the business needs.
- Manage the planning and execution of the ITS budget, ensuring that all expenditures align with financial goals. Monitor spending, identify cost saving opportunities and implement strategies to maintain budget adherence while delivering quality IT services.
- Collaborate with the Information Security office and business units to ensure regulatory compliance. Implement security best practices across IT Operations, fostering a culture of compliance while aligning security measures with business objectives to protect sensitive information and mitigate risk.
- Leads the vendor hardware and software selection process, including the evaluation and implementation, while collaborating with Procurement and Legal for contract management and guidance.
- Monitors and analyzes IT Operations to identify areas for improvement and implement solutions that enhance service delivery.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Six (6) plus years experience planning, delivery, and management of enterprise solutions, innovative vision or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of various information technology methods and equipment.
- Knowledge of information technology systems design and programming practices to ensure effective solution development.
- Knowledge of systems analysis, development, planning, and documentation methods and standards relevant to IT projects.
- Knowledge of quality assurance concepts and procedures to maintain high standards in IT service delivery.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Continuous typing
- Occasional use of car/light truck

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DIRECTOR OF ENTERPRISE RISK MANAGEMENT AND SAFETY

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources and Enterprise Risk Management and Safety, the Director of Enterprise Risk Management and Safety is responsible for overseeing the Authority's risk management and safety strategies. This position ensures that contractors, vendors, and tenants maintain adequate insurance coverage while managing property, automobile, liability, and workers' compensation claims on behalf of the Authority. The Director also implements loss prevention and inspection programs and facilitates safety training and compliance with regulatory standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the Authority's records management program, mailroom operations.
- Maintains liaison with state archival officials to establish retention and disposal standards, ensuring compliance with public records laws and overseeing public records requests.
- Acts as a business liaison with other departments to ensure effective information management practices and compliance with relevant policies and regulations.
- Oversees claims-related activities to mitigate the Authority's exposure to risk, including claims and settlements.
- Develops and monitors the budget for the Records Compliance and Risk Management, forecasting needs for staffing, equipment, and supplies.
- Leads the safety training and loss control functions to reduce accidents and promote emergency preparedness to support Airport Safety initiatives.
- Directs the Authority's business continuity efforts, including the development, testing, and updating of contingency plans for critical business functions.
- Oversees facility inspections and the implementation of risk management policies and procedures in line with industry standards.
- Facilitates the research and assessments of internal and external risk factors, providing strategic recommendations for optimizing the Authority's insurance program.
- Supervises annual tabletop exercises for the Enterprise Risk Management department, ensuring readiness for potential risks and emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Eight (8) years experience in (enterprise) risk management, management of insurance portfolios, evaluation of insurance needs, risk and loss control, safety, risk reduction.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Completion of Criminal Justice Information Services (CJIS) certification.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Experience with Customer Relationship Management systems.
- Associate in Risk Management designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property and casualty insurance portfolio administration, including coverage evaluation and claims processing.
- Knowledge of effective risk management strategies, Enterprise Risk Management (ERM) systems, recordkeeping.
- Skill in managing change and building consensus within teams and across departments to achieve organizational goals.
- Skill in superior presentation, diplomacy, and conflict resolution to navigate complex situations and foster collaboration.
- Demonstrated ability to provide leadership and direction that cultivates respect, influences positive behavior, and fosters effective partnerships across all levels of the organization, promoting a cooperative work environment.
- Ability to think strategically with excellent judgment, enabling proactive decision-making on challenging and complex issues.
- Ability to focus on details, ensuring accuracy and thoroughness in all tasks and documentation.
- Knowledge of the external environment impacting the business, including regulatory, economic, and market factors.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing
- Sitting up to 6 hours per day
- Occasional walking
- Continuously typing

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DIRECTOR OF ENTERPRISE SERVICES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Director of Enterprise Services is responsible for providing leadership, vision, and direction to the Information Technology (IT) Operations and customer support team, enabling cross-functional productivity among all Authority employees. This role oversees the day-to-day operations of the network infrastructure and customer support groups, including staffing, budgeting, and other essential leadership functions. The Director's primary responsibility is to ensure the effective operation of IT Operations and Support services, including Network Administration, Database Management, IT Helpdesk, and Desktop Support, while aligning all IT activities with the Authority's strategic objectives.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensure consistency and maintainability of existing network and infrastructure by implementing industry best practices and enforcing standard operating procedures for technology deployment and usage.
- Develops comprehensive IT strategy plans that encompass technical specifications, user requirements, technical design, network infrastructure, security protocols, and equipment requirements.
- Creates and updates IT policies and procedures in alignment with the Authority's organizational goals and objectives.
- Ensures that maintenance and updates to Authority network systems and infrastructure adhere to security standards in collaboration with the Information Security Office.
- Leads the vendor and hardware selection process, including evaluation and implementation, while engaging with Procurement and Legal for contract management and guidance.
- Monitors and analyzes IT operations to identify areas for improvement and implement solutions that enhance service delivery.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

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- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Six (6) plus years of professional experience in enterprise technology operations and customer support, or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer hardware and software utilized in networked and web-based environments to ensure effective technology operations.
- Knowledge of information technology designs, setups, installation, implementation, and maintenance to support organizational objectives.
- Knowledge of security issues, crisis management, and business continuity, as well as legal considerations related to technology.
- Knowledge of quality assurance concepts and procedures to maintain high standards in IT service delivery.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Requires little or no physical effort or exertion.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF FINANCE

GENERAL DESCRIPTION

Under the leadership of the Vice President of Finance, the Director of Finance is a highly experienced and results-driven position with expertise in public sector accounting, financial reporting, and compliance with government regulations. This position will oversee financial operations, streamline accounting processes, and ensure fiscal responsibility for the Aviation Authority. This role requires strong leadership and a strategic approach to ensure compliance with local, state, and federal financial regulations and responsible for overseeing the day-to-day management of the general ledger, ensuring accurate and timely recording of financial transactions. This Director oversees the preparation of budgets, financial planning, financial reporting, and provides strategic financial leadership to ensure efficient use of Authority funds. The Director collaborates with senior management, stakeholders, and external auditors to ensure fiscal responsibility, transparency, and accountability.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and provides feedback on the Capital Budget submissions from the Authority's Development Committee.
- Oversees the preparation and maintenance of the general ledger, ensuring all transactions are accurately recorded in accordance with GAAP.
- Ensures the integrity of financial data, reviewing journal entries, account reconciliations, and other reports for accuracy and completeness.
- Continuously evaluates and enhances the general ledger and reconciliation processes for efficiency, accuracy, and timeliness.
- Understands and maintains the Authority's 30-year financial model.
- Supports Authority's financial analytics initiatives, including project evaluation calculations, return on investment, and business unit financial modeling
- Performs budgeting, business planning, and actual calculations of rates and charges to the signatory airlines; determines and establishes airline rates, fees, and charges for all airlines.
- Oversees the preparation of financial statements, budgets, and reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Ensures timely and accurate financial reporting to stakeholders, including government officials, auditors, and the public.

- Conducts financial analysis to identify trends, risks, and opportunities for cost-saving or efficiency improvements.
- Designs and implements robust internal controls over the general ledger and bank reconciliation processes to ensure accuracy and compliance with regulations.
- Reviews and monitors the internal control processes to prevent errors and fraud, ensuring that best practices are followed.
- Collaborates with auditors to ensure compliance with applicable standards and regulations.
- Ensures compliance with local, state, and federal regulations.
- Manages the Authority's cash flow and ensures sufficient liquidity to meet operational and capital planning needs.
- Oversees investments and debt management, ensuring compliance with relevant Bond Resolutions and laws.
- Assists with the preparation of the official statement and feasibility studies during bond or other debt issues.
- Verifies debt service transfer amounts with the master trustee on all revenue and PFC-backed bond issues.
- Directs payments of interest to trustees, fees to underwriters and letter of credit providers under the line of credit or other debt-related programs.
- Acts as a liaison between accounting and other departments, ensuring clear communication and collaboration on financial matters.
- Ensures that the accounting department operates efficiently, adhering to deadlines and regulatory requirements.
- Fosters a positive, collaborative environment and encourage professional development and career growth.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.

- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in accounting, finance, or related field.
- Eight (8) years experience in accounting and finance.
- Four (4) years supervisory experience.
- Experience in government finance, fund accounting, and public sector accounting standards.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Airport experience.
- Master's degree in accounting, finance, or related field.
- CPA (Certified Public Accountant).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Advanced Excel skills, including the use of complex formulas and financial modeling.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent leadership, communication, and interpersonal skills.
- Attention to detail and a commitment to accuracy.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF GOVERNMENT AFFAIRS

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer, the Director of Government Affairs coordinates the Authority's inter-governmental relations at federal, state, and local levels, advocating for legislation that may affect the Authority. This role includes developing the legislative agenda at the state and federal level while monitoring local government and engaging with elected officials and staff at all three levels of government. Additionally, the Director develops and implements legislative and funding initiatives and keeps staff informed about new laws relevant to the Authority.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains relationships with federal, state, and local elected officials and agency representatives associated with the operation and development of commercial international and general aviation facilities and surrounding transportation and economic development.
- Prepares and presents updates to the Authority Board and staff as to the status of all legislative activities that are under review that could impact the Aviation Authority.
- Attends and engages in public meetings of elected bodies and federal, state, and local agencies that may impact operation and/or development of the Authority's airport system.
- Coordinates the Authority's federal, state, and local inter-governmental relations activities by assembling information, engaging in legislative and regulatory proposals, and preparing recommendations for review of the Chief Executive Officer.
- Coordinates and conducts meetings with public leaders and agencies to promote federal state, and local funding and legislative initiatives.
- Develops and maintains contact with industry trade associations that benefit the aviation and transportation community.

- Researches and proposes legislation that may impact the Authority and develop strategies for approval of legislation supported by the Authority.
- Drafts and disseminates legislative summaries and conduct briefings for relevant staff members.
- Represents the Chief Executive Officer and serves as liaison with federal, state, and local professional associations.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Political Science, Communications, or related field.
- Eight (8) years experience in the public sector or areas related to the legislative process.
- Leadership experience in government or community relations.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Political Science, Communications, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local legislative processes, including relevant laws and regulations that impact aviation operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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DIRECTOR OF HUMAN RESOURCES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources, Risk, and Administration, the Director of Human Resources shapes and executes strategic Human Resources (HR) initiatives aligned with the Authority's business objectives. This position is tasked with developing and implementing policies, plans, and programs that effectively attract, retain, motivate, and reward employees while adhering to company philosophy and external regulations. The Director oversees daily HR operations, ensuring compliance with staffing, training, compensation, benefits, and employee relations policies. This position actively engages in leadership and employee development initiatives, fostering a culture of continuous learning and growth through the Authority. The Director advocates for employee interests, recommending and directing the implementation of new policies and programs that support the Authority's goals. The role requires maintaining strong communication with union leadership and external stakeholders and providing guidance on personnel and labor relations issues. The Director promotes innovation by identifying and implementing workforce solutions that enhance inclusivity and productivity. By championing cultural change and innovative practices, the Director of Human Resources contributes to a dynamic, forward-thinking workplace that empowers employees and aligns with the Authority's strategic vision.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers and develops personnel policies and programs to effectively utilize HR in alignment with the Authority's business objectives.
- Responsible for employee relations, labor unions, and external agencies, negotiating within guidelines and resolving disputes and grievances.
- Ensures the implementation of effective training programs for employee development.
- Oversees compensation, leave, and benefits programs to ensure they meet objectives, remain competitive, and are sustainable while facilitating clear communication with employees.
- Assists in preparing the annual personnel budget for the Authority.
- Reviews and updates job descriptions to clarify expectations and establish criteria for hiring, evaluation, and promotion.
- Implements employee engagement and reward programs to enhance motivation and retention.
- Manages daily HR operations, oversees HR systems, and provides guidance to departmental personnel.
- Creates strategies for performance evaluation, talent acquisition, and retention.

- Monitors compliance with internal policies and legal standards to mitigate risks.
- Anticipates and addresses potential litigation risks proactively.
- Analyzes HR data and metrics to provide insightful reports to senior management.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

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- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree in Human Resources Management, Business Administration, or related field.
- Eight (8) years senior management Human Resources experience in a public sector environment, experience negotiating collective bargaining agreements, experience in self-insured programs for

employee benefits, knowledge of employee wellness programs, and experience integrating a performance-based compensation system.
- Four (4) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or another related field.
- SPHR or SHRM-SCP Certification.
- FPELRA Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Human Resource Information Systems (HRIS) Business Suites.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of HR principles and practices, policies, procedures, and best practices, particularly in employee relations and talent acquisition.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of budgetary principles and experience in managing HR budgets effectively.
- Skill in strong analytical, problem-solving, and organizational capabilities.
- Skill with detail, ensuring accuracy and thoroughness in HR processes and documentation.
- Skill in leading HR teams, overseeing talent acquisition, and providing strategic guidance.
- Ability to compile and analyze data for reporting and decision-making purposes.
- Ability to deal with difficult situations with tact and professionalism.
- Ability to balance the role as both an employee advocate and a partner to the business.
- Ability to think strategically and contribute to HR policy and program development aligned with organizational goals.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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DIRECTOR OF MARKETING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing Communications and Strategy, the Director of Marketing is responsible for the strategic planning and implementation of marketing and customer experience initiatives for the Authority. This role involves overseeing the marketing team, managing internal campaigns, advertising strategies, and related budgets to maximize revenue and enhance brand visibility. The Director of Marketing collaborates closely with various departments to ensure cohesive marketing efforts that align with the Authority's goals while also fostering strong relationships with stakeholders and external partners to drive community engagement and support for the Authority's mission.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Designs, implements, and facilitates the annual marketing plan to align with the Authority's strategic goals and objectives.
- Develops and implements section business/marketing plans, supporting overall organizational growth and revenue generation.
- Collaborates with the in-house Design Studio and/or third-party agencies to create a strong brand identity and marketing guidelines.
- Translates business unit objectives into brand portfolio objectives and strategies to facilitate growth and enhance market presence.
- Plans and manages the Authority’s Marketing Operations budget, ensuring effective allocation of resources to meet marketing goals.
- Negotiates with media agents and agencies to secure agreements for advertising and promotional materials across various platforms.
- Ensures compliance with legal standards and policies for all promotional campaigns and partnerships, collaborating closely with the legal department.
- Manages relationships with external vendors and consultants to ensure successful execution of marketing campaigns and projects.
- Participates in community outreach and partnerships to gather customer data and enhance the Authority's presence and engagement within the community.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

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- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Marketing, Market Research, or related field.
- Six (6) years experience in marketing, public relations, or related field.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Marketing, Market Research, or related field.
- Leadership experience in government or community marketing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of marketing principles and practices, particularly in the aviation industry.
- Knowledge of customer experience best practices to ensure that marketing initiatives align with and improve the overall passenger journey at the airports.
- Knowledge of digital marketing tools and platforms to enhance outreach efforts, including social media, email marketing, and website management.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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DIRECTOR OF PLANNING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Planning oversees comprehensive planning activities for airport systems. This role spearheads the development and execution of Master Plans, long-range strategies, and Airport Layout Plans (ALP), while managing a team responsible for environmental compliance, airspace, land use planning, sustainability, and resilience initiatives. Additionally, this position ensures alignment with regulatory standards set by the Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT).
The position ensures that the planning for the Authority's facilities proceeds in accordance with the goals and objectives of the Board of Directors, Chief Executive Officer, the Executive Management Team, and the Development Committee.

The Director of Planning sets day-to-day operational directives, sets goals and objectives for team members while establishing and implementing strategies that have mid to long term impact on business results.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Assesses and aligns airport system development with the Authority's short- and long-term objectives.
- Develops and manages the annual capital improvement program, including project definition, budgets, and schedules.
- Supervises and directs Authority staff and consultants handling Master Plan updates, sustainability, resilience, and environmental activities.
- Manages teams related to National Environmental Policy Act (NEPA) compliance and environmental services.
- Liaises with internal and external airport stakeholders during project planning phases.
- Fosters effective working relationships with other Authority departments, governmental agencies, and permit entities.
- Coordinates with the Director of Design throughout project development phases.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in airport or large building planning and development, or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport management, airport facilities development, and airport operations .
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF PLANT AND FACILITIES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Maintenance, the Director of Plant and Facilities manages maintenance operations for the Authority to ensure the safe, efficient, and reliable functioning of all airport facilities and systems. This role encompasses a wide range of maintenance responsibilities, including Electrical Distributions, HVAC and Mechanical Systems, Fire Alarm Protection and Building Maintenance, while fostering a culture of safety and innovation. Additionally, the Director develops departmental budgets, identifies necessary projects for upgrades, and promotes employee engagement and development to achieve operational excellence.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Leadership and Mentorship: Accountable for fostering a supportive environment for direct reports by providing individualized training tailored to job responsibilities, and actively engaging in mentorship programs that promote professional growth and career advancement.**
- **Performance Management: Conducts comprehensive evaluations of direct reports' work performance through transparent and constructive performance check-ins and appraisals. Implements necessary corrective actions or disciplinary measures when required, ensuring alignment with organizational goals and standards.**
- **Professional Standards Compliance: Ensures that all direct reports adhere to authority standards regarding personal appearance and conduct, cultivating a professional work environment that reflects the organization's values and commitment to excellence.**
- **Equipment and Resource Oversight: Oversees the maintenance, accountability, and optimal utilization of all equipment used by direct reports. Promotes adherence to established guidelines and operational efficiency while acting as a resource for all employees and construction subcontractors to minimize incidents and exposures.**
- **Budget Development and Management: Develops, manages, and strategically allocates the department's operations budget. Regularly assesses financial performance against budgetary goals and identifies areas for cost-saving initiatives without compromising service quality.**

- **Strategic Project Identification: Identifies, prioritizes, and advocates for necessary projects related to facility, equipment, and system replacements, ensuring alignment with the airport's long-term strategic goals and operational needs.**
- **Operational Excellence: Ensures the efficient operation and maintenance of all equipment and systems, implementing best practices and continuous improvement initiatives to enhance performance and service delivery.**
- **Leadership Support: Acts as the Vice President of Maintenance as needed, providing leadership continuity and strategic direction in their absence, while representing the maintenance department in executive-level discussions.**
- **Safety and Compliance Advocacy: Upholds and promotes all safety protocols and regulations within the maintenance department. Ensures that all team members are trained in the proper use of personal protective equipment (PPE) and are proactive in reporting potential hazards to maintain a safe working environment.**
- **Cultural Intelligence Development: Champions a culture of diversity, inclusion, and respect within the maintenance team. Fosters an environment that values different perspectives, encouraging collaboration and innovation among a diverse workforce.**
- **Team and Talent Development: Identifies and nurtures high-potential talent within the department through targeted development programs, succession planning, and career pathway initiatives, ensuring a robust pipeline of skilled professionals ready to meet future organizational needs.**
- **Regular and Reliable Attendance: Maintains regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and organization.**

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Eight (8) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Facility Maintenance Professional (FMP) certification.
- Certified Facility Manager (CFM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 60 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, excessive noise and insects.
- Navigate occasionally heights and confined areas.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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DIRECTOR OF PROCUREMENT, CAPITAL PROGRAMS AND ITS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Procurement, the Director of Procurement, Capital Programs and ITS is responsible for the procurement of all capital procurements, including contract and agreement negotiations for professional and non-professional services, and information technology. This position oversees the development of solicitation documents, specifications, and contract documents for construction and professional service agreements. The Director represents the Authority in contract negotiations, facilitating the evaluation of technical proposals. This position represents the Procurement department at Development Committee meetings.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing.
- Ensures compliance with all federal, state, and local procurement requirements during the selection of design-builders, design professionals, contractors, concessionaires, and consultants.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of vendors.
- Analyzes construction cost projections against industry best practices and current trends to inform decision-making.
- Prepares and presents procurement-related reports and updates to stakeholders and the Development Committee.
- Analyzes proposals and bids for responsiveness, ensuring all submissions meet established criteria and requirements.
- Monitors and evaluates vendor performance to ensure compliance with contract terms and service quality.
- Conducts market research to identify potential suppliers and assess the competitive landscape.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, Construction, or related field.
- Eight (8) years experience in purchasing, contracts management and competitive procurement processes, of which at least five (5) years in public (government) purchasing.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council (other certifications will not satisfy this minimum requirement) within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP) within 18 months.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business Administration, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Certified Professional in Supply Management (CPSM).
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Continuous typing
- Occasional use of car/light truck
- Continuous computer monitor

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political

affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF PROCUREMENT, NON-CAPITAL PROGRAMS AND MATERIALS MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Procurement, Director of Procurement, Non-Capital Programs and Materials Management is responsible for the procurement of all non-capital procurements and materials management, including contract and agreement negotiations for professional and non-professional services, and materials management including warehousing, inventory and surplus property disposition. This position oversees the development of solicitation documents, specifications, and contract documents for non-capital and professional service agreements. The Director represents the Authority in contract negotiations, facilitating the evaluation of technical proposals. This position also acts as the primary lead for Procurement and Finance operations during EOC activation and maintaining the department's continuity of operations plan.
***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing.
- Oversees procurement technology utilization, upgrade, testing, and issue resolution.
- Oversees property asset transfer and recommends surplus property disposition.
- Oversees inventory management and inventory control.
- Manages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Ensures compliance with all federal, state, and local procurement requirements during the selection of suppliers, concessionaires, and consultants.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliers.
- Prepares and presents procurement-related reports and updates to stakeholders.
- Analyzes proposals and bids for responsiveness, ensuring submissions meet established criteria and requirements.
- Monitors and evaluates supplier performance to ensure compliance with contract terms and service quality.

- Conducts market research to identify potential suppliers and assess the competitive landscape.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, in Business, Construction, or related field.

- Eight (8) years experience in purchasing, contracts management and competitive procurement processes, of which at least five (5) years in public (government) purchasing.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP) within 18 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, in Business Administration, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Certified Professional in Supply Management (CPSM).
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging

- Continuous typing
- Occasional use of car/light truck
- Continuous use of computer monitor

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DIRECTOR OF SOFTWARE ENGINEERING AND PMO

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Director of Software Engineering and PMO is responsible for providing leadership, vision, and direction to the Software Engineering and PMO team, enabling cross-functional productivity among all Authority employees. This role oversees the Program Management Office (PMO) and applications group in optimizing cost, risk, and value throughout the application lifecycle, while also aligning with the Authority's strategic initiatives. The Director develops and executes technology roadmaps that facilitate a transition to the Cloud, drive agile transformation, and enhance user technology adoption.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Defines and manages the application portfolio; prepares roadmaps and long-term strategies for key products.
- Oversees assessments of the technical and business fitness of the Authority’s applications portfolio, including costs and risks.
- Recognizes and advances opportunities for leveraging the Authority's technology investments.
- Contributes to the overall technology strategy, architecture, and process improvements.
- Champions the adoption and maturation of Agile practices within enterprise application teams.
- Manages the enterprise applications budget and provide input for related budget administration.
- Oversees vendor/software selection, evaluation, and implementation, coordinating with Procurement and Legal.
- Maintains an inventory of the software portfolio to track usage and maximize vendor engagement benefits.
- Direct the planning, development, and implementation of core business applications and database management systems.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Directs all PMO activities to ensure best practices are used to identify, measure, and achieve expected benefits.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, Business Administration, or a related field.
- Six (6) plus years of experience in planning, delivery, and management of enterprise applications.
- Four (4) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Project Management Institute Certification (PMP, PgMP, PfMP, ACP, DAC, etc.)
- Relevant technical certifications (Cloud Practitioner, CISSP, etc.)
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile or lean methodologies (Lean, Scrum, Kanban, SAFe, etc.).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Requires little or no physical effort or exertion.

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DIRECTOR OF STRATEGIC SERVICES

GENERAL DESCRIPTION

Reporting to the VP of Marketing, Communications, and Strategy, the Director of Strategic Services oversees the planning, evaluation, and delivery of initiatives that identify and advance the Aviation Authority's strategic goals and objectives through expert facilitation, multidisciplinary design (digital, environmental, experiential), and technology-driven processes. With a blend of creative vision and technical expertise, this role drives organizational value creation by analyzing trends, identifying opportunities and solutions, and providing data-informed recommendations to leadership. The Director also manages a team focused on delivering strategic consulting services to internal and external clients, ensuring alignment with overall business goals.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Strategic planning:**
  - Leads the Aviation Authority's entire strategic planning process from development to delivery, as well as progress tracking, through the facilitation of sessions, coordination of department submissions, conducting market research and analysis, and managing resource allocation, including consultant involvement, to support the organization's goals and objectives.
  - Oversees other long-range planning and Executive Management team-directed initiatives; Ensures plans account for potential risks and mitigation strategies.
  - Through self or others, provides services such as internal consulting, problem solving, design solutions, and data-backed insights during the strategic planning process.
  - Prepares and delivers materials for the CEO, EVPs, and Board.
- **Design and experiential oversight:**
  - Serves as senior creative director for all print, digital, and other creative initiatives and provides oversight and leadership to the Strategic Services team and related stakeholders.
  - Establishes standards and provides quality assurance and control for all brand-related initiatives.
- **Cross-functional collaboration and relationship management:**
  - Builds and maintains strong relationships with partners and clients, understands their needs, and proactively identifies opportunities to provide valuable strategic services such as idea/innovation sprints and process improvement discussions.
  - Builds alignment across departments by facilitating communication, planning sessions and workshops, and after-action review discussions.
- **Data analysis and reporting:**
  - Uses data, customer feedback, and other research to inform strategic decisions; Creates insightful reports and presentations to communicate key findings to leadership and other relevant stakeholders.

- **Innovation and thought leadership:**
  - Champions innovation and continuous improvement by identifying emerging trends, testing new ideas, evaluating process efficiencies, and developing new approaches and solutions.
- **Resource management:**
  - Develops and oversees department budget, facilitates agreements and partnerships, and manages relationships across community, industry, and Open Talent networks.
- **Team leadership:**
  - Manages a team of internal and external analysts, creatives, consultants, project managers, and focus groups, providing guidance and coaching to ensure successful project execution; Fosters an environment of collaboration and innovation.
  - Accountable for the professional development of their direct reports, providing individual training for their job responsibilities and mentorship; Evaluates the work performance of direct reports; Engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

KEY ATTRIBUTES:

- Results Orientation - Embodies commitment to the Aviation Authority's Mission, Vision, and Strategic Objectives.
- Collaboration and Influence - Trusted to actively listen and process complex information quickly and effectively. Persuades leaders both inside and outside of the organization. Demonstrates strong interpersonal skills and the highest level of credibility, judgment, honesty, and integrity.
- Adaptability and Resilience - Ability to manage and lead change with flexibility and a positive attitude.
- Effective Under Pressure - Able to anticipate, prioritize, and manage responsibilities in high-pressure environments. Demonstrates genuine respect for others.

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COMPETENCIES

- **Organizational Focus: Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.**

- **Cultural IQ: Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.**

- **Developing Organizational Talent: Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.**

- **Sound Judgement: The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies and Standards and Procedures.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree from an accredited college or university
- At least ten (10) years of project management, creative leadership, strategic planning, and/or brand and user research experience
- Seven (7) years of supervisory experience or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver's License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree from an accredited college or university
- Prior aviation/airport experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven experience in planning, direction, and execution of design, experiential, or technology-focused initiatives; Expert-level knowledge of programs including Adobe Creative Suites, Autodesk Revit/3ds Max, Planner, and ClickUp, and strong knowledge of ADA/508 regulations, UI/UX best practices, usability heuristics, and data analytics/reporting
- Strong analytical skills and ability to interpret complex data
- Excellent communication and presentation skills to effectively receive and convey complex ideas
- Expertise in relevant trends and market dynamics
- Strong project management skills to ensure timely delivery of initiatives
- Ability to manage and motivate a team
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Aviation Authority
- Ability to handle restricted, sensitive, and confidential information
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs.
- Occasional bending, stooping, pushing, pulling & dragging

- Continuous typing
- Occasional use of car/light truck

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF SYSTEMS AND GROUND MAINTENANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Maintenance, the Director of Systems and Ground Maintenance manages maintenance operations for the Authority to ensure the safe, efficient, and reliable functioning of all airport facilities and systems. This role encompasses a wide range of maintenance responsibilities, including aircraft boarding bridges, baggage handling, and fleet management, while fostering a culture of safety and innovation. Additionally, the Director develops departmental budgets, identifies necessary projects for upgrades, and promotes employee engagement and development to achieve operational excellence.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Leadership and Mentorship: Accountable for fostering a supportive environment for direct reports by providing individualized training tailored to job responsibilities, and actively engaging in mentorship programs that promote professional growth and career advancement.**
- **Performance Management: Conducts comprehensive evaluations of direct reports' work performance through transparent and constructive performance check-ins and appraisals. Implements necessary corrective actions or disciplinary measures when required, ensuring alignment with organizational goals and standards.**
- **Professional Standards Compliance: Ensures that all direct reports adhere to authority standards regarding personal appearance and conduct, cultivating a professional work environment that reflects the organization's values and commitment to excellence.**
- **Equipment and Resource Oversight: Oversees the maintenance, accountability, and optimal utilization of all equipment used by direct reports. Promotes adherence to established guidelines and operational efficiency while acting as a resource for all employees and construction subcontractors to minimize incidents and exposures.**
- **Budget Development and Management: Develops, manages, and strategically allocates the department's operations budget. Regularly assesses financial performance against budgetary goals and identifies areas for cost-saving initiatives without compromising service quality.**

- **Strategic Project Identification: Identifies, prioritizes, and advocates for necessary projects related to facility, equipment, and system replacements, ensuring alignment with the airport's long-term strategic goals and operational needs.**
- **Operational Excellence: Ensures the efficient operation and maintenance of all equipment and systems, implementing best practices and continuous improvement initiatives to enhance performance and service delivery.**
- **Leadership Role Support: Acts as the Vice President of Maintenance as needed, providing leadership continuity and strategic direction in their absence, while representing the maintenance department in executive-level discussions.**
- **Safety and Compliance Advocacy: Upholds and promotes all safety protocols and regulations within the maintenance department. Ensures that all team members are trained in the proper use of personal protective equipment (PPE) and are proactive in reporting potential hazards to maintain a safe working environment.**
- **Cultural Intelligence Development: Champions a culture of diversity, inclusion, and respect within the maintenance team. Fosters an environment that values different perspectives, encouraging collaboration and innovation among a diverse workforce.**
- **Team and Talent Development: Identifies and nurtures high-potential talent within the department through targeted development programs, succession planning, and career pathway initiatives, ensuring a robust pipeline of skilled professionals ready to meet future organizational needs.**
- **Regular and Reliable Attendance: Maintains regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and organization.**

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Eight (8) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Four (4) years supervisory experience.
- Facility Maintenance Professional (FMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Certified Facility Manager (CFM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 60 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, excessive noise and insects.
- Navigate occasionally heights and confined areas.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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DIRECTOR OF TERMINAL OPERATIONS AND GUEST EXPERIENCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Terminal Operations and Guest Experience oversees all operational flows at Tampa International Airport, ensuring both the terminal and airside operations run smoothly. This position monitors construction activities, vendor operations, ground transportation, and airline services while maintaining real-time communication with leadership and relevant stakeholders. Additionally, the Director acts as the airport's primary point of contact during off-hours, ensuring that TSA and CBP operations are efficient and that any issues affecting guest experience are promptly addressed.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees all operational flows within the terminal and airside operations, ensuring safety and efficiency at Tampa International Airport.
- Conducts daily construction coordination meetings with contractors to facilitate effective communication and activity management.
- Ensures airport amenities and services meet customer experience standards, including operating hours and contractual obligations.
- Observes and reports on terminal activities daily, addressing and resolving situations that may negatively impact guest experience or the airport's reputation.
- Walks the terminal multiple times daily to verify optimal operational performance in the terminal and airside areas.
- Oversees TSA and CBP operations, ensuring stakeholder coordination and promptly addressing operational issues.
- Supports customer service initiatives, including volunteer programs, employee recognition, lost and found, and specialized programs for travelers with hidden disabilities.
- Identifies and manages irregular operations, providing assistance during delays, cancellations, and other incidents affecting terminal services.
- Monitors terminal roadways and curb zones to mitigate traffic control issues and enhance overall flow for passengers and vehicles.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Eight (8) years experience in managing operations at a large or medium hub airport.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Member of American Association of Airport Executives.
- Obtain and maintain NIMS & emergency management training.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping
- Occasional pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional exposure to extreme weather and insects
- Navigate occasionally heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

ELECTRICAL MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Electrical Manager oversees the performance and maintenance of all electrical systems within the facility, including power distribution, lighting (interior, exterior, and roadway), and airfield electrical systems. The manager supervises employees and monitors contractors engaged in the maintenance and repair of electrical systems. Additionally, the Electrical Manager establishes preventive maintenance programs, manages an equipment safety inspection program, and provides technical advice and training to staff while maintaining safety and operational standards.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Establishes and implements preventive maintenance procedures and schedules for all electrical systems.
- Conducts periodic inspections to ensure proper maintenance of equipment and adherence to safety standards.
- Manages the section's quality assurance program and conduct inspections to ensure compliance with specifications and contract integrity.
- Reviews contract bids and submissions, and inspect work performed by contractors to ensure compliance with specifications.
- Develops and manages annual budgets to support maintenance activities and equipment needs.
- Plans job layouts, estimate materials, determine equipment and tools, and create drawings or sketches for maintenance personnel.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, building maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Management Professional Certificate (FMP) from the International Facility Management Association (IFMA) program to be completed within 9 months of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and electrical systems.

- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Occasional walking.
- Sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Occasional reaching overhead.
- Occasional climbing.
- Continuous typing.
- Occasional exposure to extreme weather, chemicals & excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRICAL SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Electrical Manager, the Electrical Supervisor oversees maintenance and repair personnel engaged in maintenance, repair, and construction of electrical systems within the facility, including power distribution, lighting (interior, exterior, and roadway), and airfield electrical systems. The Electrical Supervisor schedules preventive maintenance to improve operational efficiency and asset longevity while also requisitioning materials, assisting in contract specification development, and maintaining detailed records of work and resources.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Develops, analyzes, and updates maintenance policies and procedures to ensure a safe, efficient, and effective work environment.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance personnel to effectively perform work assignments.
- Requisitions equipment, tools, and materials in a timely manner to meet maintenance and construction schedules.
- Assists in developing contract specifications for maintenance and construction projects.
- Oversees the performance of contractors in assigned areas to ensure compliance with specifications and requirements.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, building maintenance, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and electrical systems.
- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.

- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Occasional walking.
- Sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Occasional reaching overhead.
- Occasional climbing.
- Continuous typing.
- Occasional exposure to extreme weather, chemicals & excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRICIAN I

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician I assists with installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. The position involves checking electrical components for safety compliance, diagnosing issues with testing equipment, repairing or replacing faulty parts, assisting with the installation and upgrades of electrical systems, integrating new equipment, and ensuring adherence to electrical safety regulations and standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts regular inspections, tests, and maintenance procedures to identify potential electrical system failures or malfunctions.
- Checks electrical components, circuits, and control systems to ensure compliance with safety and performance standards.
- Diagnoses electrical problems using various testing equipment and techniques to determine appropriate repair or replacement actions.
- Repairs or replaces faulty components, wiring, or connections to restore functionality to electrical systems.
- Assists in the installation, upgrade, and modification of electrical systems and equipment as required.
- Installs new electrical circuits and upgrade existing systems to meet current codes and regulations.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.

- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights, confined areas & excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment.
- Continuous use of power tools.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRICIAN II

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician II performs installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. This position involves working with airfield lighting systems, ensuring FAA compliance, managing power distribution and backup generation, and underground utility locates. The Electrician II is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Prioritizes work tasks to ensure that critical electrical issues are addressed promptly and effectively.
- Provides on-the-job training and guidance to junior technicians while guiding them on larger projects.
- Oversees contractors and conduct project inspections to ensure compliance with specifications and standards.
- Responds to calls regarding customer and tenant issues, resolving problems and handling complaints with technical expertise.
- Diagnoses and reacts appropriately to airfield and building lighting, signage, and power distribution issues throughout the campus.
- Oversees the activities of skilled and unskilled trades and maintenance personnel in the construction, repair, and maintenance of industrial power distribution systems.
- Plans job layouts, estimate materials, determine required equipment and tools, and create drawings or sketches for maintenance personnel.
- Conducts underground utility locates to prevent damage to existing infrastructure during maintenance activities.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in commercial and/or industrial electrical or related field.
- Enrollment in the MAT-2 airfield training program.
- Register for the ACE Lighting certification is required with exam to be taken within six months of enrollment.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.

- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment
- Continuous use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRICIAN III

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician III oversees both skilled and unskilled trades and maintenance personnel engaged in performs installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. This position involves working with airfield lighting systems, ensuring FAA compliance, managing power distribution and backup generation, and underground utility locates. The Electrician III is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Lead the activities of maintenance personnel involved in the construction, repair, and maintenance of buildings, grounds, roadways, and related systems and equipment.
- Provides on-the-job training and guidance to junior technicians while supervising them on larger projects.
- Oversees contractors and conduct project inspections to ensure compliance with specifications and standards. Oversees the activities of skilled and unskilled trades and maintenance personnel in the construction, repair, and maintenance of industrial power distribution systems.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, and safety standards.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance tasks.
- Creates drawings or sketches as needed to assist maintenance personnel in performing work assignments properly.
- Determines, schedules, and oversees preventive maintenance activities to enhance operational effectiveness and extend asset lifecycles.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in commercial and/or industrial electrical or related field.
- MAT-2 airfield training program completion.
- ACE Lighting certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.
- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights, confined areas.
- Very frequent exposure to excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment.
- Continuous use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRONICS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Facilities, the Electronics Manager oversees the operation and management of critical safety and security systems within the organization. This role involves coordinating daily operations and emergency responses while collaborating closely with various departments, internal business partners, third-party service vendors, law enforcement agencies, and governmental organizations. The Electronics Manager develops budgets, implements personnel training and development programs, and manages project coordination to ensure the continuous enhancement of technical support and technology for all assigned systems.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees and manages the activities of contractors engaged in the operation of critical safety and security systems, including fire alarm systems, PA systems, access control systems, CCTV, and more.
- Develops and implements preventive maintenance programs to enhance operational effectiveness and extend the lifecycle of electronic assets.
- Establishes and manages corrective and reactive maintenance programs to address system failures and ensure reliability.
- Reviews contract bids and inspects work performed by contractors to ensure compliance with specifications and contract integrity.
- Monitors and manages requisitions for replacement parts and materials to ensure timely completion of maintenance assignments.
- Prepares technical specifications for the acquisition of equipment and systems to support operational needs.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Electronics, Information Technology, or related field.
- Five (5) years of progressive experience in the installation, maintenance, and repair of electronic systems, or a similar field.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Maintenance Professional Certificate (FMP).
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CAT Commercial Audio Technician.
- Industrial Electronics.
- CompTIA ITF+.
- CompTIA NET+.

- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, sitting & walking up to 6 hours per day.
- Frequent lifting up to 50 lbs or more.
- Bending & stooping up to 6 hours per day.
- Frequent pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & climbing.
- Continuous typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, insects and chemicals.
- Navigate occasionally heights and confined areas.
- Very frequent use of car/light truck.
- Frequent use of heavy equipment & power tools.

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ELECTRONICS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Electronics Manager, the Electronics Supervisor leads a team focused on the maintenance, troubleshooting, repair, installation, and design of systems critical to airport operations. This role combines technical expertise with administrative skills to manage assignments, provide training, and respond to system failures, while also developing maintenance policies to ensure safety and compliance with regulatory standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Responds to emergency and non-emergency system failures, including life safety and security system outages, ensuring timely resolution of issues.
- Develops, analyzes, and updates maintenance policies and procedures to promote a safe and efficient work environment.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimates materials, determines necessary equipment and tools, and creates drawings or sketches for maintenance personnel.
- Assists in developing project specifications and oversees project performance to ensure compliance with construction and maintenance requirements.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Electronics, Information Technology, or related field.
- Four (4) years experience in the installation, maintenance, and repair of electronic systems, fire alarm, fire suppression systems, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CAT Commercial Audio Technician.
- Industrial Electronics.
- CompTIA ITF+.

- CompTIA NET+.
- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems, fire alarm, fire suppression systems, and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems, fire alarm, fire suppression systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm, fire suppression systems, PA systems, access control systems, radio systems, PLWS, dispatch console systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, sitting & walking up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Frequent pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & climbing.
- Continuous typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, and insects.
- Navigate occasionally heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRONICS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Electronics Supervisor, the Electronics Technician I assists with the installation, maintenance, and repair of various electronic equipment and systems, ensuring their efficient operation in both consumer and industrial applications. This role involves troubleshooting and solving problems effectively, with a focus on systems such as voice and data communications, fire alarms, access control, CCTV, and public address systems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs a variety of electronic equipment and associated subassemblies, including fire alarms, access control systems, and communication devices.
- Conducts operator-level troubleshooting, installation, and configuration of life safety and security systems, including surveillance equipment and intercom systems.
- Performs regular preventative maintenance tasks and conduct building assessments, including physical inspections and digital reporting.
- Designs, constructs, assembles, and rearranges circuits and devices for operational and testing purposes.
- Assists in inspecting and coordinating work performed by authorized vendors or contractors to ensure adherence to project specifications and guidelines.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per day.
- Frequent sitting.

- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate continuously heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRONICS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Electronics Supervisor, the Electronics Technician II performs the installation, maintenance, and repair of various electronic equipment and systems, ensuring their efficient operation across a range of applications, from consumer electronics to complex industrial systems. This role involves troubleshooting and solving problems effectively, with a focus on systems such as voice and data communications, fire alarms, access control, CCTV, and public address systems. Additionally, the position includes coordinating with vendors, maintaining accurate records of equipment and service activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs a variety of electronic equipment and systems at the component level.
- Conducts training and provides operator-level troubleshooting, installation, and configuration of life safety and security systems.
- Performs regular preventative maintenance functions and conduct building assessments, including physical inspections and digital reporting.
- Monitors the operation of electronic systems to ensure compliance with regulatory agencies' standards and specifications.
- Designs, constructs, assembles, and rearranges circuits and devices as necessary for operational and testing purposes.
- Inspects and coordinates work performed by authorized vendors or contractors to ensure adherence to project specifications and guidelines.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the installation, maintenance, and repair of electronic systems, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Electronics Technician -ISCET, CEA, NARDA, NCEE.
- CAT Commercial Audio Technician.
- Industrial Electronics.
- COMPTIA ITF+.
- CompTIA NET+.
- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate continuously heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

Emergency Operations Intern

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Emergency Operations Intern will assist the Airport Emergency Manager in various preparedness and response activities. This internship will provide valuable hands-on experience in emergency management within an airport setting, including full-scale exercises, tabletops, drills, plan updates and development tasks, and support of Airport Emergency Operations Center (EOC) activations. The ideal candidate will gain introduction and exposure to a variety of emergency management organizations and an in depth understanding of the preparedness and response phases within the emergency management cycle.

SUPERVISES OTHERS: No
FLSA STATUS: Non-Exempt

ESSENTIAL FUNCTIONS

- Assist in the development and updating of emergency response plans and procedures.
- Support the Emergency Manager in preparing for full-scale exercises, drills, and tabletops, and other emergency preparedness activities.
- Assist in the analysis and documentation of the airport's emergency management capabilities and gaps.
- Research and compile best practices in emergency management to support planning and training efforts.
- Aid in creating reports, presentations, and other documents related to emergency preparedness and response.
- Provide general administrative support to the Emergency Management Department.
- Collaborate with airport stakeholders, including local emergency response agencies, to ensure integrated preparedness efforts.
- Attend and assist in meetings, training sessions, and workshops as needed.
- Participate in other HCAA activities or assignments as determined necessary by the Airport Operations Emergency Manager.

This list is not intended to be all-inclusive, and additional functions and responsibilities may be assigned as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL TPA JOBS

- In the event of an emergency or disaster impacting Tampa International Airport (TPA), employees may be required to respond promptly to duties as assigned by the department or the TPA Emergency Operations Center (EOC). Such assignments may occur before, during, or after the emergency/disaster.
- Complies with all TPA policies, procedures, and standards.
- Performs other duties as assigned.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled or recently completed a Bachelor's or Master's program in Emergency Management, Public Safety, Homeland Security, or a related field. Related certificate programs will also be considered.
- Interest in a career in emergency management.

PREFERRED QUALIFICATIONS

- Familiarity with incident management systems or emergency management software.
- Familiarity with plan development, exercise planning, and/or project management.
- Knowledge of federal, state, and local emergency management regulations and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interest in emergency management and preparedness, particularly in the aviation sector.
- Understanding of emergency management basic principles.
- Ability to think critically and problem solve.
- Motivation to take on new challenges and develop new skills.
- Excellent written and oral communication skills, with the ability to provide clear and concise reports.
- Ability to work collaboratively with cross-functional teams.
- Ability to adapt to a dynamic, fast-paced work environment.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.

- Ability to establish and maintain effective working relationships with colleagues, airport personnel, and external stakeholders.
- Ability to provide outstanding customer service while maintaining professionalism and courtesy.

SHIFT WORK/EMERGENCY DUTIES

- Tampa International Airport is a 24/7/365 team operation. Employees may be required to work extended hours, alternative shifts (including nights, weekends, and holidays), or in response to staffing challenges, weather conditions, or emergency situations.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardlessof age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in theapplication and testing process. The decision to grant reasonable accommodation requests will be made case-by-case.

EMERGING TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Emerging Technology, the Emerging Technician I is an entry-level position that performs technical IT work on various field services processing applications and innovation projects, managing the complexities of the Common Use and Passenger Processing environment. The Emerging Technician I provides support for desktop, peripheral, and mobile devices, as well as common-use hardware and software, including E-Gates and self-service kiosks.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides operational and technical support to clients regarding various equipment and passenger processing systems.
- Assists with ongoing maintenance and deployment of new hardware and software throughout the device life cycle.
- Provides on-site service support, installation, and configuration for all relevant devices, including E-Gates and kiosks.
- Acts as an escalation point for the Tier 2 group concerning application or hardware-related inquiries, including Microsoft Office, Windows OS, and Citrix-based solutions.
- Performs imaging of desktop and laptop computers.
- Prepares workstations by setting up and configuring laptops and desktops for end-users.
- Interfaces with hardware vendors to facilitate necessary repairs and installations for equipment.
- Answers Service Desk phone calls to assist clients during non-supported hours, providing essential technical support.
- Supports and maintain user account information, including rights, security settings, and systems group assignments as needed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree or equivalent.
- One (1 to 3) To Three years of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A minimum of one year of Common Use support experience preferred.
- CompTIA A+ Certification
- CompTIA Network+ Certification
- MCDST - Microsoft Certified Desktop Support Technician

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of desktop support principles and practices, including troubleshooting techniques for hardware and software issues.
- Knowledge of passenger processing applications and systems, particularly E-Gates and self-service kiosks.
- Knowledge of Microsoft Office applications, Windows operating systems, and Citrix-based solutions.
- Knowledge of System Center Configuration Manager (SCCM) being an advantage.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EMERGING TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Emerging Technology, the Emerging Technician II is an intermediate-level position that performs technical IT work on various passenger processing applications and innovation projects, managing the complexities of the Common Use and Passenger Processing environment. The Emerging Technician II provides support for desktop, peripheral, and mobile devices, as well as common-use hardware and software, including E-Gates and self-service kiosks.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides operational and technical support to clients regarding various equipment and passenger processing systems to ensure smooth operations.
- Manages the ongoing maintenance and deployment of new hardware and software throughout the device lifecycle to ensure up-to-date technology.
- Provides on-site service support, installation, and configuration for all relevant devices, including E-Gates and self-service kiosks, ensuring proper functionality.
- Acts as an escalation point for the Tier 2 support group regarding application or hardware-related inquiries, including Microsoft Office, Windows OS, and Citrix-based solutions.
- Performs imaging of desktop and laptop computers.
- Prepares workstations by setting up and configuring laptops and desktops for end-users, ensuring they are ready for immediate use.
- Interfaces with hardware vendors to facilitate necessary repairs and installations for equipment, ensuring minimal disruption to operations.
- Answers Service Desk phone calls to assist clients during non-supported hours, providing essential technical support as needed.
- Supports and maintains user account information, including rights, security settings, and systems group assignments, to ensure appropriate access control.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree or equivalent.
- Three (3) years of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A minimum of one year of Common Use support experience preferred.
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of desktop support principles and practices, including troubleshooting techniques for hardware and software issues.
- Knowledge of passenger processing applications and systems, particularly E-Gates and self-service kiosks.
- Knowledge of Microsoft Office applications, Windows operating systems, and Citrix-based solutions.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ENDPOINT ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client and Field Services, the Endpoint Engineer will provide tier 2/tier 3 advanced technical support for hardware, software, and peripheral devices and IT Project work in the Information Technology Services department of the Hillsborough County Aviation Authority. This includes resolving advanced work problems and tasks in Service Desk, Desktop, printers, mobile devices, applications, asset management and network support under little to no supervision from more senior ITS Staff. This position is typically on-site and requires a highly customer service driven approach.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide prompt, high-quality technical support to end users, peers, and executives through multiple channels (in person, phone, email, chat), resolving hardware, software, network, system, and peripheral issues during business hours and on-call support as required.
- Install, configure, image, secure, and maintain desktops, laptops, mobile devices, printers, and peripherals, ensuring systems are current, functional, and compliant with security policies.
- Troubleshoot and resolve complex and escalated technical issues, proactively identifying root causes, implementing preventive solutions, and escalating to appropriate IT teams or vendors when necessary.
- Own and prioritize work assignments with a sense of urgency, balancing operational support and project tasks while focusing on high-priority and time-sensitive work.
- Document incidents, resolutions, standards, and procedures in ticketing and knowledge management systems to ensure accurate records and support continuous improvement.
- Serve as a subject matter expert and technical leader, providing guidance, mentoring, coaching, training, and performance feedback to team members and frontline staff.
- Develop and deliver user training, cross-training, and presentations to promote IT best practices, knowledge sharing, and end-user productivity.

- Conduct research and make recommendations for hardware, software, and vendors; manage vendor relationships; and develop standards for purchasing, lifecycle management, replacement, and recycling of end-user devices.
- Collaborate with IT teams and organizational stakeholders to integrate desktop support with broader IT processes, support organizational change, and contribute to policy development, strategic planning, and technology roadmaps.
- Develop and implement strategies to improve the efficiency, effectiveness, and quality of desktop support services while consistently delivering excellent customer service and clear, professional communication.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) or more years of applicable information technology experience in advanced user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- One (1) or more of the following may be required: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, ITIL Intermediate, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, HDI Knowledge-Centered Support (KCS) Principles, Cisco Certified Entry Networking Technician (CCENT), Certified Information Systems Security Professional (CISSP), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional, Microsoft 365 Certified: Endpoint Administrator Associate

, Microsoft Certified: Identity and Access Administrator Associate (SC-300), Microsoft Certified: Azure Administrator Associate (AZ-104), Microsoft 365 Certified: Endpoint Administrator Associate (MD-102).
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of hardware, software, Microsoft operating systems, Office applications, mobile and peripheral devices, networking, audio-visual technologies, security concepts, and vulnerability remediation.
- Knowledge of IT service management frameworks (ITIL, Agile), standard office practices, policies, procedures, and business software applications.
- Skill in advanced technical troubleshooting, analysis, and problem resolution across one or more IT disciplines (desktop, mobile, server, network, security, or A/V).
- Skill in critical thinking, data analysis, attention to detail, and effective decision-making under pressure.
- Skill in written and verbal communication, including translating technical information into clear, user-appropriate language.
- Skill in customer service, demonstrating diplomacy, empathy, tact, and the ability to manage difficult situations and deliver timely solutions.
- Ability to organize, prioritize, and manage multiple tasks and changing priorities effectively.
- Ability to apply reference materials, documentation, and knowledge management systems to resolve issues and improve service quality.
- Ability to mentor team members, collaborate effectively, and maintain productive working relationships across the organization.
- Ability to follow policies and procedures, accept constructive feedback, adapt to new technologies, and contribute to continuous improvement.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ENDPOINT TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the Endpoint Technician I is responsible for delivering technical support for hardware, software, and peripheral devices within the Authority. This position involves resolving work problems and tasks related to the Service Desk, desktop support, printers, mobile devices, applications, and network support, typically under limited supervision from more senior Information Technology (ITS) staff. The Endpoint Technician I plays a crucial role in ensuring efficient IT operations and user satisfaction by addressing technical issues promptly and effectively. Additionally, this role may involve participating in limited scope IT project work, providing opportunities for professional development within the IT support team.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs and configures new hardware and software systems to ensure proper setup and functionality.
- Delivers prompt and efficient technical support to end-users and peers via phone, email, instant messaging, or in person to resolve hardware, software, network connectivity, and system error issues.
- Responds to and resolve technical issues escalated from the Service Desk or other support teams, ensuring effective problem resolution.
- Proactively identifies recurring issues and implements solutions before they escalate into larger problems.
- Escalates complex or unresolved issues to the appropriate IT teams for further investigation and resolution.
- Conducts user training and orientation sessions to promote new technologies, IT best practices, and enhance end-user productivity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork;** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- One (1) or more of the following may be required, CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ENERGY MANAGER

GENERAL DESCRIPTION

The Energy Manager (EM) will be an expert level building controls specialist responsible for tracking and analyzing utilities consumption (electricity, water, natural gas) then developing and implementing efficiency improving strategies in major facilities at Tampa International Airport. This position plays a critical part in optimizing building HVAC and electrical systems, aligning airport energy initiatives with aviation sustainability standards, energy management planning, and reducing energy consumption, utilities costs, and carbon footprint.

The EM is a management level position with responsibility for reviewing and approving all utilities invoices, participating in airport sustainability programs including ACA (Airport Carbon Accreditation), and working closely with the airport Sustainability and Resilience Program Director to develop and pursue overarching goals. Additionally, the EM will manage two technicians dedicated to supporting the EM's initiatives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Create and implement comprehensive energy management strategies aligned with airport-wide sustainability goals to reduce the airport's operational costs and carbon footprint.
- Track, analyze and compile historical utilities consumption data. Review and approve all utilities invoices.
- Collaborate with Maintenance, Engineering, and Sustainability teams to develop and execute energy-saving initiatives. Participate in design and construction meetings to ensure highly efficient mechanical, electrical and plumbing systems are installed in new construction projects.
- Lead training sessions and awareness programs to promote energy conservation among maintenance staff and tenants.
- Prepare detailed reports and presentations for internal and external customers
- Interface with Metasys building controls system to verify operating strategies/ programs. Reprogram and recommission systems as necessary to maximize efficiency.
- Track progress against energy performance targets and regulatory compliance.

- Work with Sustainability manager to develop policies and guidelines for sustainable energy practices.
- Supervisory duties of employees engaged in the operation and maintenance of the airport's building controls systems. These duties include administration of performance evaluations and training programs, scheduling of daily activities, approval of timecards, disciplinary actions, and other related duties.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in mechanical or electrical engineering, or related field.
- Minimum 10 years of experience with commercial building controls/management systems, chiller plant and HVAC system operations. (Extensive experience may be substituted for education)
- Experience in the management and supervision of technical personnel.
- Preferred experience in aviation, transportation, or large infrastructure environments.
- Preferred experience with Johnson Controls Metasys building management systems.
- Preferred Certified Energy Manager (CEM), LEED AP, or similar accreditation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Skill in handling competing priorities to meet deadlines and commitments.
- Knowledge of governmental accounting principles and public administration practices to ensure compliance and effectiveness in audit processes.
- Ability to stay informed on revisions to applicable Authority, Department, and professional policies, procedures and standards to ensure conformance.
- Knowledge of local, state, and federal laws, ordinances, rules, guidelines, and regulations related to fiscal management of government agencies, including those funded by federal grants.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

WORKING CONDITIONS:

- Primarily office-based with regular site visits across airport grounds.
- Full-time (salaried) position. Primarily normal office hours but must be flexible to work off-hours including weekends as needed to conduct system shutdowns, monitor construction activities, complete work that may be impactful to airport customers, etc.
- Available to respond to airport in a timely manner to resolve critical system failures.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ENTERPRISE ASSET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Plant and Facilities, the Enterprise Asset Manager is responsible for the strategic planning, management, and optimization of the airport's assets to ensure operational efficiency, safety, and compliance with regulatory standards. This role involves working closely with various departments to develop asset management strategies, implement best practices, and ensure the long-term sustainability of airport assets. The Enterprise Asset Manager plays a crucial role in enhancing the airport's operational performance and ensuring a seamless experience for passengers. The Enterprise Asset Manager shall utilize the computerized Enterprise Asset Management System (EAMS) to identify resources, analyze reports for operational assessments, streamline maintenance processes according to strategic plans, allocate appropriate resources, and ensure the completion of financial objectives for preventive and corrective maintenance is significant to the work.

SUPERVISES OTHERS:

FLSA STATUS:

ESSENTIAL FUNCTIONS

- Maintain a comprehensive inventory of all airport assets, including buildings, infrastructure, equipment, and vehicles.
- Partner with asset owners to verify that asset records are up-to-date and reflect accurate condition assessments.
- Oversee the lifecycle of assets, including acquisition, maintenance, and disposal.
- Develop and implement asset replacement and refurbishment plans based on lifecycle analysis.
- Participate in long-term strategic planning for airport development and Capital Improvement projects.
- Lead regular inspections and assessments of assets to evaluate their condition, performance, and compliance with safety standards.
- Utilize inspection findings to inform maintenance schedules and capital improvement projects.
- Develop and manage preventive maintenance programs to ensure optimal performance and longevity of assets.
- Coordinate with maintenance teams to schedule and prioritize maintenance activities.

- Prepare and manage the asset management budget, including maintenance and capital expenditure planning.
- Analyze financial performance related to asset management and identify cost-saving opportunities.
- Utilize asset management software and analytics tools to track performance metrics and generate reports for airport leadership.
- Analyze data to identify trends, inefficiencies, and opportunities for improvement in asset management practices.
- Work closely with airport operations, finance, maintenance, planning and development, IT and other departments to align asset management strategies with operational needs.
- Engage with external stakeholders, including contractors and regulatory agencies, as necessary.
- Provide training and support to staff involved in asset management and maintenance operations.
- Promote best practices in asset management throughout the organization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Asset Management, Engineering, Business Administration, or related field.

- Six (6) years experience in asset management, facilities management or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in an airport or transportation environment leading asset management teams aligned with supporting the sustainable growth of asset management within the organization.
- Institute of Asset Management (IAM) certification, Certified Asset Management Professional (CAMP), or Project Management Professional (PMP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of asset management principles and practices, including asset acquisitions, retirements, and transfers.
- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Strong analytical and problem-solving skills.
- Skills in using asset management software and data analysis tools.
- Ability to produce reports, showcasing the effectiveness and efficiency of asset management processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing & walking.
- Frequent sitting.
- Occasional lifting up to 25 Ibs.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Frequent exposure to extreme weather, noxious fumes, chemicals, & insects.
- Navigate frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Frequent use of car/ light truck
- Frequent heavy equipment & power tools.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EVIDENCE TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manager, the Evidence Technician is responsible for the daily operations of the evidence stored in the property/evidence repository of the department, including digital and video evidence. This role involves the proper receipt, storage, preservation, and disposal of evidence, ensuring accurate accountability throughout the process. The Evidence Technician maintains the Records Management Evidence Database, organizes the destruction of evidence, and assists with audits and inventory preparations. This position plays a crucial role in supporting the integrity of evidence management within the department.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts collection, examination, preservation, and analysis of human tissues, fluids, or physical evidence (65% of the time), focusing on materials with potential biological, chemical, or hazardous properties.
- Updates and maintains the Records Management Evidence Database as evidence is received, transferred, and/or released to an owner, other agency, courts, or investigations.
- Completes weekly evidence reporting to FDLE, along with updating the evidence database and case files to reflect items received back into evidence inventory.
- Maintains paper files on each case, ensuring that all pertinent information regarding chain of custody is maintained in the file.
- Organizes quarterly destruction of evidence that has been identified for destruction.
- Provides the SAO with information regarding the status of an item that has been transferred to FDLE for analysis.
- Conducts appropriate database checks (to include, CJNET, NCIC/FCIC, Criminal History inquiry), and the appropriate paperwork prior to the release of a firearm to an owner.
- Reviews, redacts, and submits body worn camera footage to the State Attorney's Office or public FOIA requests.
- Completes monthly validations and reporting.
- Audits and prepares inventory.
- Maintains and orders evidence supplies.

- Assists SIU, on occasion, as evidence custodian during interdiction operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in Criminal Justice, Forensic Science, or a related field.
- Three (3) years experience in property/evidence forensics or related field.
- Or equivalent combination of education, training, and experience.
- Certified Evidence Technician – PEAF (must receive certification within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous law enforcement experience.
- Previous experience using *evidence.com.*

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of evidence handling procedures, including proper receipt, storage, preservation, and disposal methods to maintain the integrity of evidence.
- Skill in using Microsoft applications and other software tools for data entry, database management, and report generation.
- Ability to maintain accurate records and filing systems for evidence, ensuring that all pertinent information regarding chain of custody is documented and accessible.
- Knowledge of relevant laws and regulations governing the handling and management of evidence within a law enforcement context.
- Ability to organize and manage time effectively, ensuring timely updates to the evidence database and completion of required reports.
- Ability to work independently while also collaborating with team members during evidence-related operations, including interdiction activities.
- Knowledge of proper procedures for reviewing, redacting, and submitting body-worn camera footage to comply with public records requests.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 Ibs
- Occasional bending & stooping
- Continuous typing
- Frequent exposure to noxious fumes
- Occasionally navigate heights and confined areas

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EXECUTIVE ASSISTANT TO CHIEF COMMERCIAL OFFICER AND VICE PRESIDENT OF MARKETING, COMMUNICATIONS AND STRATAGY

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer (CCO) and Vice President (VP) of Marketing, Communications and Strategy, the Executive Assistant provides administrative support ensuring the smooth operation of the office. This position manages calendars and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Executive Assistant interacts regularly with the CEO, Executive Team, Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration. Additionally, the role requires a proactive approach to administrative tasks, allowing the CCO and VP to focus on strategic initiatives and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the schedules for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the CCO's office to staff and other leadership team members.
- Reviews time-off requests and timecards and approve as needed.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Inputs all budget information into Financial System
- Monitors and updates the budget and forecasts and projections throughout the year
- Serves as Department Record Custodian
- Facilitates communication between the leadership team.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently. Including keeping passport and Global Entry enrollments up to date. Applying for international Visa’s when required.

- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Monitors HCAA Speaking Engagements Request Dashboard and Speaking Engagement calendar. Verify the availability of speakers. Ensuring VP has prepared talking points ahead of engagement.
- Servies as backup to Sr Executive Assistant to CEO when needed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration or a related field.
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EXECUTIVE ASSISTANT TO CHIEF OPERATING OFFICER AND CHIEF DEVELOPMENT OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer (COO) and Chief Development Officer (CDO), the Executive Assistant, provides administrative support to these executives, allowing them to discharge their responsibilities in an organized, timely and efficient manner. This position manages the Executives calendars and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Executive Assistant interacts regularly with the Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration. Additionally, the role requires a proactive approach to administrative tasks, allowing the COO and CDO to focus on strategic initiatives and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the executives' schedules for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the COO's and CDO's office to staff and other leadership team members.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Inputs all budget information into Financial System
- Monitors and updates the budget and forecasts and projections throughout the year
- Serves as Department Record Custodian
- Facilitates communication between the leadership team and their direct reports.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently. Including keeping passport and Global Entry enrollments up to date. Applying for international Visa's when required.
- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.

- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration or related field.
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.

- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCE DEPARTMENT INTERN

GENERAL DESCRIPTION

Under the general direction of the Finance Department leadership team, the Finance Department Intern supports the day-to-day financial operations of the Authority while gaining hands-on experience in government finance and accounting. This position assists with financial reporting, budgeting support, data analysis, and compliance-related activities that help ensure the responsible stewardship of public resources. The role provides exposure to core public-sector financial processes, promotes the development of analytical and technical skills, and offers practical experience working with real-world financial data in a professional environment. This is an opportunity for undergraduate Finance or Accounting students to apply classroom knowledge, build foundational skills, and contribute to the Authority's mission of transparency, accountability, and service to the community.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with monthly financial reporting by preparing schedules, basic reconciliations, and variance support
- Support the budgeting and forecasting process, including data collection, trend analysis, and documentation
- Help maintain the general ledger by assisting with journal entry support and account reconciliations
- Assist with accounts payable and accounts receivable activities, including invoice review, coding, and payment tracking
- Support cash management and treasury functions, including monitoring balances and preparing summary reports
- Provides comprehensive support for the Financial Planning and Financial Operations teams to carry out additional responsibilities and special projects as assigned.
- Conducts forecast variance analysis and communicate variance drivers to finance leadership.
- Support cash management and treasury activities, including monitoring cash balances, assisting with bank reconciliations, and performing other bank-related tasks.
- Perform financial and data analysis to support department operations and management decision-making.
- Generates insights from financial analyses, interprets data, and communicates key takeaways.
- Help prepare ad hoc reports, dashboards, and presentations for leadership and internal stakeholders

- Support process improvement initiatives by identifying efficiencies and helping implement best practices
- Prepare journal entries and posts transactions, including fund transfers across departments and cost centers.
- Collaborate with finance staff and other departments to understand public-sector financial processes
- Assist other Authority departments with forecasting and budget initiatives by supporting data collection, analysis, and documentation
- Supports key business initiatives with analytical and modeling assistance.
- Manages the Authority's SkyCenter common-area maintenance calculation and supports Commercial Real Estate Profit & Loss statements.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Pursuit of bachelor's degree in Finance, Accounting, or related field.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), enterprise business suite software, and the Microsoft suite of software products.
- Knowledge of computerized accounting systems.
- Knowledge of budgetary procedures and controls.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to use a computer and related software.
- Ability to recognize, analyze, and solve a variety of problems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCE REVENUE & CONTRACT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Finance Revenue & Contract Administrator manages the billing rule function for the Authority, which entails translating terms/conditions of revenue contracts into the framework for an invoice. This position performs duties analyzing and developing improved managerial policies, practices, methods, procedures, and organizational structures. The Finance Revenue & Contract Administrator provides technical and professional assistance to departments and agencies by reviewing and independently analyzing complex organizational structures, procedures, and existing programs to identify areas where corrective action should be implemented.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and oversees the Authority billing and accounts receivable functions, ensuring accurate and timely invoicing in compliance with contractual terms.
- Translates revenue contract terms and conditions into billing frameworks and supports revenue contract managers in maintaining current and accurate billing information.
- Tracks contract expirations, renewals, and amendments to ensure adherence to board-approved terms and GASB 87 compliance requirements.
- Oversees the monthly collections process from start to finish, maintaining continuous communication with internal and external partners to resolve past-due invoices and collect outstanding revenue.
- Ensures proper application of all incoming payments and resolves any unapplied or misapplied payments with tenant partners.
- Manages state sales tax, communication-related tax reporting, and compliance.
- Oversees the annual audit process for billable tenants, ensuring timely submission of required external audits and accurate finalization of billing adjustments and credits.
- Ensures accurate reporting and reconciliation of parking, ground transportation, badging, and other revenue-generating activities.
- Oversees the proper collection and reporting of Passenger Facility Charges (PFCs) in accordance with federal guidelines.
- Provides support for credit card processing and electronic payment streams, including dispute resolution, chargebacks, and refunds.

- Tracks surety and payment security requirements for concession and other contractual agreements.
- Analyzes sales and operational performance, investigating variances between expected and actual results to ensure proper revenue recognition.
- Administers and oversees retiree billing processes in support of Human Resources, assisting retirees with payment questions and issues.
- Provides leadership and mentorship to direct reports, ensuring proper training, performance evaluation, and professional development.
- Maintains accountability for staff compliance with Authority standards for conduct, appearance, and use of equipment.
- Promotes operational efficiency through effective supervision, clear communication, and adherence to established procedures.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Four (4) years of experience in accounting, bookkeeping or financial record keeping.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge in managing and working within large-scale financial ERP systems
- Ability to analyze accounting and fiscal data.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCIAL MODELING & OPTIMIZATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager- Financial Planning & Analysis, the Financial Analysis & Modeling Manager is responsible for overseeing the Authority's Financial analysis and modeling activities. This includes managing the modeling for future capital projects and revenue projections.

The Financial Analysis & Modeling Manager is responsible for leading the financial close review process and ensuring the accuracy and integrity of the organization's monthly financial results. This role oversees key accounting functions including month-end close, payroll accruals, and labor rate analysis, while partnering closely with operational leaders to provide timely insights and drive accountability. The manager performs pre-close reviews, variance analysis, and reconciliations to support transparent and efficient reporting.

This position requires considerable independent judgment in interpreting and applying the technical aspects of the financial modeling and analysis process.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead the month-end close review process, ensuring accuracy, timeliness, and compliance with established accounting standards and internal controls.
- Research, analyze, and prepare financial data related to operating revenues and expenses.
- Prepare and analyze payroll accruals, labor rates, and related financial entries to support reliable cost reporting and forecasting.
- Provide guidance to Authority staff on analyzing financial performance versus plan and ensure accuracy of departmental forecasts and expenditures.
- Serve as a key bridge between Treasury, Financial Planning, and Capital Program Services , ensuring alignment of cash flow, capital planning, and funding strategies across the organization.
- Research and prepare data related to the business plan, rates and charges, recognized net investment, and return on Authority investment summaries for signatory airlines.
- Support the Authority's long-term Capital Improvement Program (CIP) funding strategy, including coordination of capital items, financial modeling, and evaluation of funding alternatives.
- Oversee the Authority's key performance indicators (KPIs) and departmental P&Ls, providing insights that drive accountability, operational efficiency, and data-driven decision-making.

- Perform detailed pre-close reviews and variance analyses to identify trends, anomalies, and improvement opportunities.
- Supervise monthly labor rate calculations and cost allocation processes.
- Partner with Finance and operational leaders to provide insights that enhance decision-making and resource allocation.
- Lead end-to-end implementation of diverse projects, ensuring successful delivery from planning through execution while aligning with business objectives and stakeholder expectations.
- Continuously improve financial processes, reporting tools, and analytical methods to increase efficiency and data integrity.
- Comply with authority standards regarding personal appearance, fostering a professional work environment.
- Perform ad-hoc financial analyses and build custom models to evaluate emerging issues, support management requests, and guide strategic initiatives.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions..
- **Critical Thinking:** Able to analyze a situation from different points of view; considers current and future impacts of decisions; Objective evaluation of an issue to form a decision.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in accounting, finance, or related field.
- Four (4) years of related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's degree in accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of general accounting principles and financial modeling techniques.
- Expertise in modeling, including annual operating and capital projects.
- Proven experience in long-range financial modeling, debt service management, and cash flow forecasting to support strategic planning.
- Proficient in ERP systems (e.g., Oracle, UKG) and advanced Microsoft Excel skills for data analysis and reporting.
- Demonstrated ability to lead teams, set clear direction, and cultivate a high-performance, learning-oriented culture.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to build and maintain effective working relationships across departments and with external stakeholders.
- Proven ability to manage sensitive and confidential information with discretion.
- Committed to delivering exceptional customer service and representing the Authority with professionalism and integrity.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & climbing
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCIAL PLANNING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager- Financial Planning & Analysis, the Financial Planning Manager is responsible for overseeing the Authority's budgeting and financial planning activities. This includes managing the annual operating budget process—from establishing guidelines and timelines for the executive team to producing the budget book and supporting analysis for the Board.

The Financial Planning Manager provides expertise, leadership, and guidance to Authority staff, overseeing the development, implementation, interpretation, enforcement, and communication of budget processes, policies, and procedures. The role also includes managing the Authority's long-term financial model and overseeing the annual rates and charges process.

This position requires considerable independent judgment in interpreting and applying the technical aspects of the budget process.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinate the development of the Authority's $490M+ revenue and $200M+ annual and monthly operating budgets.
- Research, analyze, and prepare financial data related to operating revenues and expenses.
- Develop and manage the annual budget calendar, ensuring timely execution of all phases.
- Create and recommend budget guidelines for executive team review and adoption.
- Provide guidance to staff on analyzing budget variances and ensure accuracy of departmental forecasts and expenditures.
- Maintain and update the Authority's 25-year financial model, integrating capital planning, debt service, and operating projections to support long-term financial strategy.
- Research and prepare data related to the budgeted business plan, rates and charges, recognized net investment, and return on Authority investment summaries for signatory airlines.
- Review, update, and implement budget policies and procedures; advise management and staff on budget-related matters.
- Oversee preparation of budget documents and presentations for the Authority's Board and airline stakeholders.
- Lead the revenue budgeting process, including forecast development, budget submissions, and staff training.

- Supervise monthly labor rate calculations and cost allocation processes.
- Manage technical operations of the Hyperion Planning & Budgeting system.
- Collaborate with Human Resources to maintain position-level personnel data for budgeting and forecasting.
- Lead end-to-end implementation of diverse projects, ensuring successful delivery from planning through execution while aligning with business objectives and stakeholder expectations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Four (4) years of related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's degree in accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of general accounting principles and financial modeling techniques.
- Expertise in budget development processes, including annual operating and capital budgeting.
- Proven experience in long-range financial modeling, debt service management, and cash flow forecasting to support strategic planning.
- Proficient in ERP systems (e.g., Oracle, UKG) and advanced Microsoft Excel skills for data analysis and reporting.
- Demonstrated ability to lead teams, set clear direction, and cultivate a high-performance, learning-oriented culture.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to build and maintain effective working relationships across departments and with external stakeholders.
- Proven ability to manage sensitive and confidential information with discretion.
- Committed to delivering exceptional customer service and representing the Authority with professionalism and integrity.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & climbing
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FLEET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield, Fleet & Grounds, the Fleet Manager plans and coordinates with the Fleet Supervisor on the maintenance and repair of vehicles, equipment as well as other facilities and structures at times. The Fleet Manager establishes preventive maintenance programs, responsible for the procurement and disposal of vehicles and equipment, and schedules and oversees equipment safety inspections to ensure compliance with specifications and contract integrity. Additionally, this role includes creating requisitions for replacement parts, preparing technical specifications for equipment acquisition, maintaining the departments budget, and providing technical guidance and training to staff on safety procedures and operating standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensure vehicles are used effectively and efficiently.
- Manage drivers, including hiring and training.
- Track vehicle usage and performance and complete Vehicle Condition Reports.
- Manage operational cost of ownership for vehicles and equipment.
- Responsible for creating and meeting budget expectations. Conducts periodic inspections to verify proper maintenance and compliance with safety standards.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and maintain contract integrity.
-
- Prepares technical specifications for the acquisition of new equipment, ensuring alignment with operational needs.

- Develops and manages budgets related to fleet operations and maintenance activities. Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Automotive Technology, Supply Chain, Business Administration or related field.
- Four (4) years experience in construction, facility fleet maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching over head, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

FLEET SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Fleet Manager, the Fleet Supervisor oversees the maintenance and repair of airport fleet vehicles and mechanical support equipment. This supervisory role includes managing the activities of skilled trades and maintenance personnel, ensuring that repairs meet established standards for safety and efficiency. The Fleet Supervisor plans, schedules, assigns, and reviews work, while also providing training and technical support to junior mechanics on complex problems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manage vehicle repairs and maintenance including scheduling and coordinating with repair shops.
- Plans job layouts and estimates materials, determining the necessary equipment and tools for maintenance personnel to execute their assignments.
- Schedules and oversees preventive maintenance activities to improve operational effectiveness and extend the lifecycle of fleet assets.
- Creates requisitions for the timely purchase of equipment, tools, and materials to support maintenance and construction schedules.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with maintenance requirements.
- Maintain parts inventory and parts ordering.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Automotive Technology, Supply Chain, Business Administration or related field.
- Four (4) years experience in construction, facility fleet maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 lbs ore more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Very frequent exposure to insects.
- Navigate continuous heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

FLEET TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Fleet Supervisor, the Fleet Technician I performs inspections, maintenance, and both minor and major repairs on a variety of vehicles and equipment, including automotive, construction, agricultural, and small engine-powered equipment. This position also troubleshoots and diagnoses issues, as well as executing repairs by disassembling, replacing, and overhauling various systems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Troubleshoots and diagnoses issues for various types of vehicles and equipment to determine necessary repairs.
- Performs minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling various systems.
- Conducts regular inspections of fleet vehicles and equipment to identify maintenance needs and safety concerns.
- Executes welding, fabrication, and minor body repairs as needed to restore equipment functionality.
- Completes maintenance reports and records accurately to track work performed and materials used.
- Assist in ordering and managing parts and supplies necessary for maintenance tasks.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Automotive Service Excellence (ASE) Certification, including A or T Series Brakes and Suspension, or able to obtain within six (6) months of hire. Due to Certification testing availability, time may be extended.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching overhead, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

FLEET TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Fleet Supervisor, the Fleet Technician II performs inspections, maintenance, and both minor and major repairs on a variety of vehicles and equipment, including automotive, construction, agricultural, and small engine-powered equipment. This position guides subordinate mechanics, acting as a Lead Worker, and managing the operations of a small repair shop or garage when applicable. Additionally, the Fleet Technician II is responsible for completing maintenance reports and records and providing support to other trades based on operational needs.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Troubleshoots and diagnoses issues for various types of vehicles and equipment to determine necessary repairs.
- Performs minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling various systems.
- Fabricates custom parts from metal and other materials as needed to support repair and maintenance activities.
- Offers technical assistance and guidance to mechanics to enhance their skills and support their work.
- Utilizes computer interfaces and diagnostic tools, including generic code scanners, to troubleshoot vehicle systems and obtain trouble codes.
- Conducts regular inspections of equipment and vehicles to identify maintenance needs and ensure optimal performance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Emergency Vehicle Technician (EVT) Certification.
- Automotive Service Excellence (ASE) Certification, including A or T Series Brakes and Suspension.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching overhead, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

GA CAPITAL PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of GA Capital Projects, Business & Admin, the GA Capital Projects Manager is responsible for planning, organizing, directing, and executing the Capital Improvement Program (CIP) for the Authority's General Aviation airports. This role focuses primarily on overseeing facility rehabilitation projects, including the development of project management plans, budgets, and schedules while managing construction progress. The manager is involved in establishing all design elements as well as with evaluating project status to ensure deadlines are met and may recommend strategies such as resource reallocation or workflow adjustments to keep projects on track.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and establishes design elements, including architectural, mechanical, and electrical specifications within project scopes.
- Reviews contract bids and inspect work performed by contractors to ensure compliance with specifications and contract integrity.
- Addresses any contract inadequacies by bringing them to management's attention and following up on corrective actions.
- Procures materials and supplies necessary for the timely completion of projects and maintenance activities.
- Prepares and maintains technical specifications for the acquisition of equipment and systems required for projects.
- Monitors construction progress and evaluates project status to ensure deadlines are met and objectives are achieved.
- Conducts regular safety assessments and quality inspections to enhance the safety and effectiveness of construction processes.
- Maintains accurate documentation of project activities, budgets, and timelines for auditing and reporting purposes.
- Participates in project meetings to provide updates, address concerns, and adjust project plans as necessary.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s degree in construction management, Engineering, Architecture, or related field.
- Four (4) years experience in airport operations management and maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Construction Management, Engineering, Architecture, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling & dragging
- Frequent reaching over head, kneeling, crawling & climbing
- Frequent typing
- Frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Frequent use of car/light truck
- Occasional use of heavy equipment and power tools

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA CAPITAL PROJECTS GROUP MULTITRADES WORKER I

GENERAL DESCRIPTION:

Under the general direction of a Capital Project Group Multi-Trades Worker III, the General Aviation Capital Projects Group Multi-Trades Worker I plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as construction, plumbing, carpentry, electrical and painting. This position involves repairing plumbing systems, electrical upgrades, drywall, locks, and roofs, as well as painting both interior and exterior surfaces to maintain the visual appeal and functionality of the buildings. The GA Capital Projects Group MTI is responsible for safely operating equipment, driving to various work sites, and maintaining cleanliness upon task completion.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Participates in erecting structures and executing alterations as directed by the GA Capital Projects Group MTWIII
- Performs repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Repairs and maintains drywall, furniture, locks, and roofs to enhance safety and aesthetics within the facilities.
- Paints interior and exterior surfaces of buildings to maintain visual appeal and protect against wear and tear.
- Conducts repairs and adjustments on electrical systems, including basic wiring and equipment maintenance.
- Operates lifts and motorized equipment safely to facilitate various maintenance tasks efficiently.
- Conducts thorough cleaning of work sites upon task completion to maintain a safe and organized environment.
- Assists and supports other trades as needed based on operational requirements.
- Monitors and reports any safety hazards or maintenance needs identified during inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after an emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Knowledge of safety procedures and regulations related to maintenance tasks to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Lifting up to 60 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA CAPITAL PROJECTS MULTITRADES WORKER III

GENERAL DESCRIPTION

Under the general direction of the GA Capital Projects Manager, the GA Capital Projects Multitrades Worker III is responsible for performing a variety of capital facilities construction activities, including both interior and exterior building rehabilitation at the Authority's three General Aviation airports. The role involves participating in the erection of small structures and complex alterations, as well as overseeing the repair and maintenance of various systems. Additionally, this position ensures that adequate building materials are maintained for project completion and includes responsibilities such as performing concrete and asphalt repairs.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs repair and maintenance tasks on electrical, plumbing, and water systems and fixtures, as well as brick, cement, HVAC, and carpentry work.
- Operates power equipment and various hand tools safely and efficiently, including medium to heavy motorized equipment.
- Oversees maintenance project activities independently, ensuring tasks are completed on time and to standard.
- Conducts concrete and asphalt repairs to maintain safe and functional surfaces at the airports.
- Monitors project progress and report on status, identifying any issues that may affect timelines or quality.
- Ensures compliance with safety regulations and best practices during all construction and maintenance activities.
- Assists in the development of project plans and layouts, estimating materials and determining required tools and equipment.
- Conducts regular inspections of work areas to ensure cleanliness and adherence to safety standards.
- Responds to emergency repair requests as needed, ensuring quick resolution of issues.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in construction, maintenance, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of various procedures and techniques used in multiple construction trades, including electrical, plumbing, and HVAC.
- Knowledge of the construction and maintenance requirements for different types of buildings and facilities, ensuring compliance with regulations.
- Knowledge of safety protocols and the appropriate use of safety equipment to maintain a safe working environment.

- Skill in operating hand and power tools effectively and safely during construction and maintenance tasks.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking and sitting
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging
- Reaching overhead, kneeling, crawling, and climbing up to 6 hours per day
- Occasional typing
- Frequent exposure to extreme weather, noxious fumes, and excessive noise
- Navigate frequently heights and confined areas
- Occasional exposure to chemicals
- Frequent use of car/light truck
- Frequent use of heavy equipment and power tools

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GA MAINTENANCE OPERATIONS LEAD

GENERAL DESCRIPTION

Under the general direction of the GA Maintenance Operations Manager, the GA Maintenance Operations Lead performs skilled work across multiple trades involved in the construction, maintenance, and repair of buildings, equipment, and facilities at General Aviation airports. This role ensures compliance with Federal Aviation Administration (FAA) regulations and other federal, state, and city requirements while overseeing day-to-day maintenance activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors, prioritizes, and inspects work activities to ensure adherence to safety standards, plans, and specifications.
- Conducts daily and nightly airfield inspections to identify potential issues and ensure the safety and functionality of airfield operations.
- Responds to operational concerns, including aircraft emergencies and pavement closures, providing timely resolutions.
- Addresses and resolves issues raised by GA airport tenants and the public, ensuring excellent customer service.
- Provides technical expertise and guidance to team members regarding maintenance tasks and procedures.
- Leads and participates in the erection of small structures and the repair and maintenance of plumbing, electrical, HVAC, and carpentry systems.
- Requisitions and maintains an inventory of replacement parts and supplies necessary for ongoing repairs and maintenance.
- Ensures that all maintenance work complies with established codes, standards, and regulations.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in airfield operations, plumbing, electrical, carpentry, masonry, and painting.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and local regulations governing maintenance and safety standards in aviation facilities.
- Knowledge of the construction and maintenance practices for various types of airport facilities.
- Skill in using hand and power tools effectively and safely in maintenance and construction tasks.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting, walking & standing
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging & climbing
- Reaching overhead, kneeling, crawling up to 6 hours per day
- Occasional typing
- Very frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, and excessive noise
- Frequent exposure to insects
- Very frequent use of car/light truck, heavy equipment & power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA MAINTENANCE OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of GA Operations & Maintenance, the GA Maintenance Operations Manager is responsible for overseeing compliance, safety, and emergency preparedness at the Authority's General Aviation airports. This position manages all aspects of maintenance operations, safety coordination, and operational support. The manager organizes and coordinates on-site activities to ensure the safe and efficient functioning of the GA airports, while also coordinating construction projects and public events. Additionally, this role involves developing and updating GA airport emergency plans, supervising maintenance personnel, ensuring compliance with regulations, and maintaining the overall cleanliness and orderliness of airport facilities and grounds.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans on-site activities and public events to ensure the safe and efficient functioning of General Aviation airports.
- Coordinates construction and project management efforts related to airport facilities to minimize disruptions to operations.
- Develops and updates airport emergency plans, conducting training sessions and coordinating drills to prepare staff for emergencies.
- Responds to emergencies and provide assistance, coordinating with appropriate emergency response organizations.
- Ensures operational safety and compliance with applicable laws, regulations, policies, and contractual obligations, addressing any discrepancies.
- Provides accurate information to the public and airport users regarding FAA regulations and FDOT requirements.
- Ensures compliance with fire and building codes through regular facility inspections by the proper authorities.
- Oversees the GA maintenance program for airport grounds and facilities, coordinating vegetation control on runways, taxiways, and ramps.
- Conducts inspections to maintain cleanliness and orderliness of airport grounds and facilities.

- Monitors and supervises the maintenance of project records and documentation to ensure accuracy and compliance.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s degree in Airport Operations Management, Business Administration, or related field.
- Four (4) years experience in airport operations management and maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations related to airport operations and maintenance.
- Knowledge of safety standards and best practices for maintaining and operating general aviation facilities.
- Knowledge of construction project management principles to effectively coordinate construction activities at the airports.
- Knowledge of comprehensive airport operations, maintenance, and related activities to ensure optimal performance across facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GENERAL AVIATION INTERN

GENERAL DESCRIPTION

Under the guidance of the Vice President of General Aviation (GA) and in collaboration with the General Aviation Senior Managers, the General Aviation Intern will gain hands-on experience in operations, maintenance and capital project management across the Authority's three General Aviation airports Peter O. Knight (TPF), Plant City (PCM), and Tampa Executive (VDF) and GA functions at Tampa International Airport (TPA). This internship is designed to provide a comprehensive overview of general aviation airport operations, maintenance programs, capital improvement projects, stakeholder engagement, and regulatory compliance.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with the daily operations oversight of the GA airports, including field inspections, facility reviews, and regulatory compliance activities.
- Support maintenance tracking and project coordination related to airport infrastructure, including lighting, airfield markings, and hangar rehabilitation.
- Participate in the planning and monitoring of Capital Improvement Projects (CIP), including data collection, budget tracking, and status reporting.
- Attend tenant and stakeholder meetings, aiding in the preparation of materials and notes.
- Collaborate with staff on initiatives related to safety, security, and emergency planning.
- Assist in the development and dissemination of tenant advisories and communications.
- Support marketing and outreach initiatives in coordination with internal departments.
- Provide administrative and research support, including document preparation and data entry.
- Attend internal and external meetings, including site visits and briefings, to gain cross-functional exposure.

This list is not intended to be all-inclusive, and additional functions and responsibilities may be assigned as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.

- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL TPA JOBS

- In the event of an emergency or disaster impacting Tampa International Airport (TPA), employees may be required to respond promptly to duties as assigned by the department or the TPA Emergency Operations Center (EOC). Such assignments may occur before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Currently enrolled in a Bachelor's or Master's program in Aviation Management/Airport Operations, Engineering (Civil, Electrical, or Mechanical)/ Construction Management, Public Administration or related field.
- Interest in pursuing a career in airport management, aviation infrastructure, or public-sector capital programs.

PREFERRED QUALIFICATIONS

- Experience at an airport or within an aviation-related organization.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general aviation operations, airport infrastructure, and facility systems.
- Basic knowledge of airport operations and general aviation activities.
- Knowledge of airfield safety standards, facility inspections, or preventative maintenance practices (academic or project-based experience acceptable).
- Exposure to project planning, budget tracking, or facility condition assessments through coursework, internships, or research.
- Knowledge of FAA regulations, FDOT guidelines, or airport security procedures.
- Knowledge of technical plans, site maps, or architectural/engineering drawings.
- Knowledge of safety and regulatory compliance standards in airport environments (FAA, FDOT, NFPA).
- Ability to observe, document, and communicate airfield and facility conditions clearly and accurately.
- Ability to think critically and solve problems.
- Motivation to take on new challenges and develop new skills.
- Ability to provide clear and concise reports.
- Ability to work collaboratively with cross-functional teams.
- Ability to adapt to a dynamic, fast-paced work environment.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting, walking and standing
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging and climbing
- Reaching overhead, kneeling, crawling up to 6 hours per day
- Occasional typing
- Very frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, and excessive noise
- Frequent exposure to insects
- Very frequent use of car/light truck, heavy equipment and power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the direction of the Senior Manager, Operations and Maintenance, the General Aviation Operations Manager plays a crucial role in ensuring the safe and compliant operation of all airfield activities in accordance with FAA, FDOT, and other regulatory bodies. This multifaceted position involves overseeing self-inspection programs, coordinating construction and maintenance efforts, and engaging with governmental agencies to foster collaboration within the airport community. In addition to ensuring adherence to safety regulations, this role actively participates in incident and accident investigations, conducts specialized inquiries, and reviews proposed airport grant-in-aid initiatives.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Conduct thorough inspections of runways, taxiways, ramps, and associated areas to ensure compliance with FAA, FDOT, and City and State regulatory standards, maintaining the safety of aircraft operations.
- Lead terminal ramp safety inspections, Foreign Object Debris (FOD) inspections, and other critical assessments to uphold high safety standards across the airfield.
- Collaborate with the Maintenance Operations Manager to coordinate daily airfield activities, including maintenance work, construction projects, and the movement of aircraft and vehicles.
- Drive the implementation and enforcement of the general aviation compliance program through established policies and procedures aligned with industry best practices.
- Monitor airport tenants and leased areas to proactively identify and address potential violations of Airport Rules and Regulations.
- Ensure strict compliance with Federal and State airport certification regulations to maintain the airport's status as a safe and reliable aviation hub.
- Serve as the primary representative for General Aviation in airport projects, effectively communicating departmental perspectives and operational goals.
- Prepare and present reports on safety inspections, compliance issues, and tenant management to relevant stakeholders and authorities.
- Collaborate with governmental agencies and other stakeholders to ensure compliance with regulatory requirements and facilitate effective communication.

- Participate in incident investigations and assessments, providing insights and recommendations for operational improvements.
- Monitor and analyze airfield operations data to identify trends and areas for improvement, making informed decisions to enhance safety and efficiency.
- Coordinate with external vendors and contractors to ensure all work performed meets regulatory standards and operational expectations.
- Support the development of strategic initiatives that promote the growth and safety of General Aviation operations within the airport.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Airport Operations Management, Business Administration, or related field.
- Four (4) years of experience in airport operations management and maintenance.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS

- Certified Member American Association of Airport Executives or obtained within 1 year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport layout, design, and construction principles to effectively manage operations and projects.
- Knowledge of Federal Aviation Regulations (FAR) and the ability to interpret and apply them effectively in operational contexts.
- Knowledge of comprehensive airport operations, maintenance, and related activities to ensure optimal performance across facilities.
- Knowledge of weather and NOTAM (Notice to Airmen) terminology to make informed decisions regarding airport operations.
- Knowledge of federal, state, and local regulations governing airport operations and security to ensure compliance and operational integrity.
- Skill in strong organizational abilities that enable effective team leadership, prioritization of tasks, and independent project management.
- Skill in analytical and decision-making capabilities for evaluating programs, policies, and procedures and driving continuous improvement.
- Knowledge of proven track record in preparing reports, maintaining records, analyzing data, and administering operational programs.
- Ability to assess operational issues and develop strategic solutions to enhance efficiency and safety.
- Ability to remain calm and make sound decisions in high-pressure situations, particularly during emergencies or irregular operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GROUNDS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Airfield and Grounds Manager, the Grounds Supervisor oversees grounds maintenance operations across multiple disciplines, including maintenance, installation, and pest control. The Grounds Supervisor is responsible for managing airport property inspections, planning maintenance activities, and coordinating employee training. This role is crucial for ensuring compliance with safety standards and operational efficiency.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.
- Prioritizes, participates in, and inspect works activities to ensure compliance with plans, specifications, codes, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance personnel to execute tasks effectively.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with construction and maintenance requirements.
- Conducts regular inspections of airport property to identify maintenance needs and ensure safety and operational standards are met.
- Evaluates equipment and resource needs, making recommendations for procurement and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Landscape Horticulture, Plant Science, Facilities Management, or related field.
- Four (4) years experience in grounds maintenance, or a skilled trade.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Florida Nursery, Growers and Landscape Association Certification (FNGLA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the rules, regulations, and operational requirements of the organization related to grounds maintenance.

- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Occasional sitting.
- Continuous lifting up to 50 lbs or more.
- Very frequent bending and stooping.
- Very frequent pushing, pulling & dragging, reaching over-head, kneeling, crawling & climbing.
- Frequent typing.
- Continuous exposure to extreme weather, chemicals & insects.
- Continuous exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of power tools & heavy equipment.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

GROUNDS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Grounds Technician I performs both manual and skilled grounds maintenance tasks throughout all seasons. The Grounds Technician I is responsible for the care and development of grounds, shrubbery, and plants, as well as the maintenance and repair of irrigation systems. This position also involves routine cleaning and maintenance of equipment, operating trucks and power tools, adhering to landscaping designs, and may require flexibility to assist other trades as needed.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs manual and skilled grounds maintenance tasks, including planting, mulching, fertilizing, watering, mowing, trash and debris removal, and pruning vegetation.
- Uses hand tools such as shovels, rakes, pruning saws, hedge trimmers, and axes to carry out landscaping and maintenance activities.
- Conducts routine inspections and maintenance of irrigation systems to ensure proper functionality and efficiency.
- Clean work sites upon completion of tasks, ensuring a tidy and safe working environment.
- Clean and maintain heavy equipment, trucks, and tools to ensure optimal performance and safety.
- Follow planned landscaping designs to determine the appropriate locations for sod installation, flower planting, and other landscaping activities.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience of grounds maintenance or landscaping.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate required within six (6) months of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety procedures and safety equipment relevant to grounds maintenance activities.
- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Continuous reaching over-head, kneeling, crawling & climbing.
- Continuous exposure to extreme weather, chemicals, and insects.
- Navigate continuously heights & confined areas.

- Frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

GROUNDS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Grounds Technician II performs skilled manual and technical grounds maintenance tasks throughout all seasons. The Grounds Technician II is responsible for the care and development of grounds, shrubbery, and plants, as well as the maintenance and repair of irrigation systems. This position also involves routine cleaning and maintenance of equipment, operating trucks and power tools, adhering to landscaping designs, and may require flexibility to assist other trades as needed. This position leads and oversees the daily production of the grounds crew and ensures tasks are completed efficiently.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs manual and technical grounds maintenance tasks, including planting, mulching, fertilizing, watering, mowing, and pruning vegetation.
- Leads grounds crew in the daily operations and ensures tasks are completed safely and efficiently. Uses hand tools such as shovels, rakes, pruning saws, hedge trimmers, and axes to carry out landscaping and maintenance activities.
- Conducts routine inspections and maintenance of irrigation systems to ensure proper functionality and efficiency.
- Follows planned landscaping designs to determine appropriate locations for sod installation, flower planting, and other landscaping tasks.
- Clean works sites upon completion of tasks to ensure a safe and organized environment.
- Maintains and cleans all associated equipment and machinery to ensure optimal performance and longevity.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in grounds maintenance or landscaping.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Pesticide Applicator - State Licensure.
- Commercial Fertilizer Certificate.
- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety procedures and safety equipment relevant to grounds maintenance activities.
- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Continuous reaching over-head, kneeling, crawling & climbing.
- Continuous hearing.
- Continuous exposure to extreme weather, chemicals, and insects.
- Navigate continuously heights & confined areas.
- Frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

GUEST EXPERIENCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience and Lost & Found, the Guest Experience Manager oversees the Guest Experience team, with direct management of the Volunteer Ambassador Program and the Lost & Found section. This role includes coordinating and supervising the Lost & Found Coordinators, ensuring effective cataloging, inventory management, and audit controls for lost property. Additionally, the Guest Experience Manager is responsible for recruiting and training volunteer ambassadors, staffing the airport's various information kiosks, and maintaining positive relationships with local Visitor and Convention Bureau partners to enhance the overall guest experience.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and develops work standards and guidelines for the Volunteer Ambassador program and the Lost & Found sections.
- Conducts annual and bi-annual audits of Lost and Found property in accordance with authority standard procedures and FL statutes.
- Clarifies and resolves day-to-day issues regarding organizational procedures, practices, programs and projects.
- Represents Guest Experience at meetings, functions, and events within the Authority.
- Serves as a liaison and initial point of contact for other airport volunteer groups, Traveler's Aid, and the USO.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Five (5) years experience in airport operations, guest relations, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE REPRESENTATIVE

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Guest Experience Representative (GER) plays a vital role in providing exceptional customer service in a community-facing environment at Tampa International Airport. This position assists guests, passengers, and tenants by offering wayfinding, educational support, and information about airport facilities and services. The GER also conducts airport tours, monitors safety systems, and actively engages with the public at various events, ensuring a positive experience for all airport users while promoting the Authority's mission and values.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides direction and assistance to incoming international passengers in the Federal Inspection Station, formulating detailed reports on significant observations for the Aviation Authority staff.
- Follows up on reported operational issues, ensuring timely resolutions and that problems have been corrected effectively.
- Offers information and assistance to airport guests regarding facility usage, available services, local attractions, and flight information.
- Conducts educational walking and bus tours of the airport terminal and airfield for schools, groups, and community organizations, enhancing public knowledge and engagement.
- Monitors escalators, elevators, shuttle cars, and the monorail system for accidents and outages, reporting incidents immediately and taking appropriate action when necessary.
- Responds to emergency situations, taking operational direction from leadership as needed to ensure public safety and effective crisis management.
- Provides VIP tours as necessary, ensuring a personalized and exceptional experience for high-profile guests.
- Represents the Authority at school fairs, festivals, and community events, maintaining a booth or display to provide literature and promotional items.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in customer service.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations, facilities, and community resources to effectively assist passengers and provide accurate information.
- Knowledge of customer service principles and practices, ensuring a high standard of service delivery to all airport users.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing

- Walking & sitting up to 6 hours per day
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Guest Experience Supervisor oversees the day-to-day operations of the Guest Experience Team, managing the planning, scheduling, and coordination of assigned Guest Experience Representatives and contracted Customer Service Representatives. This role is customer and community-facing, ensuring exceptional service delivery to all airport passengers, guests, and tenants. Through effective management and collaboration, the Guest Experience Supervisor plays a crucial role in enhancing the overall passenger experience at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Authority's Tour Program by scheduling and positioning resources to meet the needs of various community groups.
- Conducts onboarding and training for contracted Customer Service Representatives assigned to various airport projects, ensuring they understand their roles and responsibilities.
- Directs resource allocation during emergencies to ensure timely responses and meet customer needs effectively.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Associate's Degree in related field.
- Three (3) years experience in guest relations or customer services.
- One (1) year supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

HORTICULTURE TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Horticulture Technician I maintains the interior greenery, creating a welcoming and aesthetically pleasing environment for passengers and visitors. The Horticulture Technician I is responsible for the design, installation, and maintenance of interior landscaping in the Main Terminal Airsides, Sky Center and RCC. This position also involves collaboration with other departments for events and, setup requests, all aimed at improving the airport's ambiance and addressing operational issues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Designs, installs, and performs maintenance of interior landscaping displays throughout the Main Terminal, Airsides, Sky Center and RCC to create an inviting atmosphere.
- Sources and implements floral and plant arrangements that enhance the aesthetic appeal of the airport's interior spaces.
- Estimates materials and determines operational needs for various interior landscaping tasks to ensure timely execution.
- Conducts routine inspections of interior landscaping to assess plant health and overall appearance, making recommendations for improvements as needed.
- Assists with inventory of plants, materials, and supplies necessary for ongoing landscaping projects and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience working in a greenhouse, nursery, or interior landscape.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate required within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of interior landscaping design principles, including plant selection, arrangement, and care techniques to create visually appealing and sustainable environments.
- Knowledge of greenhouse operations, including propagation, irrigation systems, temperature control, and pest management to ensure plant health and vitality.
- Knowledge of plant biology, growth patterns, nutrient requirements, and common issues such as diseases and pests, along with effective problem-solving skills.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Frequent lifting up to 50 lbs or more.

- Very frequent bending and stooping.
- Continuous pushing, pulling & dragging.
- Very frequent reaching over-head, kneeling, crawling & climbing.
- Occasional typing.
- Continuous exposure to chemicals & insects.
- Occasional exposure to excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HORTICULTURE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Horticulture Technician II manages and maintains the interior greenery, creating a welcoming and aesthetically pleasing environment for passengers and visitors. The Horticulture Technician II is responsible for the design, installation, and management of interior landscaping in the Main Terminal and Airsides, including employee training and scheduling. This position also involves collaboration with other departments for events, material estimation for landscaping tasks, and acting as the main contact for setup requests, all aimed at improving the airport's ambiance and addressing operational issues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Guides team in designing, installing, and managing interior landscaping displays throughout the Main Terminal and Airsides to create an inviting atmosphere.
- Schedules and trains employees involved in interior landscaping and greenhouse operations to ensure high-quality performance.
- Sources and implements floral and plant arrangements that enhance the aesthetic appeal of the airport's interior spaces.
- Estimates materials and determines operational needs for various interior landscaping tasks to ensure timely execution.
- Serves as the primary point of contact for coordinating landscaping and floral setup requests with other airport departments and stakeholders, ensuring seamless operations.
- Conducts routine inspections of interior landscaping to assess plant health and overall appearance, making recommendations for improvements as needed.
- Manages inventory of plants, materials, and supplies necessary for ongoing landscaping projects and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of experience working in a greenhouse, nursery, or interior landscape.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certification required within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of interior landscaping design principles, including plant selection, arrangement, and care techniques to create visually appealing and sustainable environments.
- Knowledge of greenhouse operations, including propagation, irrigation systems, temperature control, and pest management to ensure plant health and vitality.
- Knowledge of plant biology, growth patterns, nutrient requirements, and common issues such as diseases and pests, along with effective problem-solving skills.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending and stooping.
- Continuous pushing, pulling & dragging.
- Very frequent reaching over-head, kneeling, crawling & climbing.
- Occasional typing
- Continuous exposure to chemicals & insects.
- Occasional exposure to excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HUMAN RESOURCES BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Human Resources Business Partner performs general work in key functional areas of Human Resources (HR). This role involves supporting the HR department by processing documents, maintaining personnel records, and responding to employee inquiries while ensuring a high level of customer service. The HR Business Partner is responsible for supporting the full-cycle recruiting process, coordinating employee engagement events, and participating in the development and implementation of HR policies and procedures. Additionally, the position involves data management tasks such as creating reports from the HRIS and ensuring data integrity within the applicant tracking system.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides support to the HR department by processing documents, handling records requests, and maintaining personnel records.
- Triages incoming HR requests, addressing employee questions, and escalating complex issues to the appropriate HR subject matter expert.
- Completes cross-training across all HR disciplines to offer functional overflow support during high-volume periods in benefits, recruiting, and employee relations.
- Participates in the revision, development, and implementation of HR policies, procedures, and forms across all functional areas.
- Assists with employee engagement events to foster a positive workplace culture and enhance employee satisfaction.
- Supports full-cycle recruiting efforts, including job advertising, attending job fairs, facilitating candidate interviews, screening applications, coordinating pre-employment testing, and conducting onboarding for new hires.
- Ensures the accuracy and completeness of data in the applicant tracking system to support recruitment efforts.
- Assists in gathering data for compensation analysis to support equitable pay practices.
- Prepares and revises job classifications to accurately reflect position responsibilities and requirements.
- Assists with wellness initiatives and coordinates related events to promote employee well-being.

- Assists in the coordination and planning of open enrollment, wellness initiatives, and related events.
- Prepares, updates, and maintains documentation related to employee benefits and leave management.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources, Business Administration, or related field.
- Three (3) years of experience in a Human Resources professional role (HR generalist, HR coordinator, or HR specialist).
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resources principles, practices, and employment law relevant to the employee lifecycle and employee benefits.
- Knowledge of HRIS systems and reporting tools to manage and analyze employee data effectively.
- Knowledge of recruitment processes and best practices, including full-cycle recruiting and candidate assessment.

- Skill in processing documents and maintaining accurate personnel records in compliance with HR policies and regulations.
- Skill in developing and implementing HR policies and procedures to support organizational goals.
- Ability to manage the employment application process, including screening applications and coordinating onboarding activities.
- Ability to work independently with considerable autonomy while collaborating effectively with team members.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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HRIS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the HRIS Analyst serves as the applications owner for the HR systems. The HRIS Analyst is responsible for monitoring, maintaining, and updating these systems to ensure an efficient and accurate production environment for end users. This position also serves as a technical point-of-contact for all assigned functional areas of HR and assists subject matter experts with ensuring data integrity, testing of system changes, report writing, and analyzing data flows for process improvement opportunities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates with leadership and HR staff to identify system improvements and enhancements; recommends and implements solutions.
- Performs system maintenance, including assisting in the review, testing, and implementation of HRMS system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of upgrades or fixes.
- Maintains HRMS system tables. Documents process and results dictated by authority business rules and procedures.
- Provides production support for all HR systems, including researching and resolving HRMS problems, unexpected results, or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet requirements.
- Generates reports/queries, including writing, maintaining, and supporting a variety of reports or queries utilizing appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data.
- Conducts training, including developing user procedures, guidelines, and documentation. Trains clients on new processes/functionality. Trains new system users.
- Maintains awareness of current trends in HRMS with a focus on product and service development, delivery, and support, and applying key technologies. Examines trends in information systems training, materials, and techniques. Through classes, reading, CBTs, or other mechanisms, HR knowledge and knowledge of HRIS application/tools are continuously increased.
- Consults and works collaboratively with IT function to develop and administer plans for HRIS applications.

- Conducts system and data audits, verifies accuracy of new or revised HRIS components, methods, or processes; develops and runs audits to ensure accuracy of data entry.
- Implements business processes that streamline and enhance workflows.
- Analyze business and technical processes to identify opportunities for increased efficiency.
- Serves as main point of contact for HR with Payroll function.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or related field.
- Three (3) years of experience in a Human Resources Professional role, including some experience in the development and administration of an HRIS.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quantitative and qualitative research methods to analyze HR-related data effectively.
- Knowledge of HR laws, regulations, and best practices to ensure compliance in HR systems.
- Skill in providing excellent interpersonal and technical support to users across the organization.

- Skill in organizational and time management, demonstrating the ability to meet deadlines consistently.
- Ability to be proactive and independent, demonstrating problem-solving and process improvement initiative.
- Ability to maintain accurate work-related records and prepare detailed reports for analysis.
- Skill in the use of Microsoft Office Suite and similar software applications for documentation and communication.
- Skill in excellent documentation and presentation to convey information clearly to stakeholders.
- Ability to gather extensive data and have processing skills to support HRIS functions.
- Knowledge of HRMS suites and their interactions/interfaces to optimize system functionality.
- Knowledge of the overall HR business process delivery model to align HRIS initiatives with business goals.
- Ability to quickly learn new applications and technologies, adapting to changing needs and requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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HVAC MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the HVAC Manager ensures the optimal functioning and maintenance of all HVAC equipment, chiller plants, building automation systems, cooling towers, transport pumps, and fire protection piping within the airport facility. The HVAC Manager oversees the HVAC and Plant section activities, managing maintenance contracts and coordinating contractor performance. Additionally, the position involves providing leadership to shift personnel, conducting quality control inspections, and managing administrative and technical support functions to enhance the Work Control System.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Inspects facilities and equipment to determine service needs, required equipment, and personnel/vendor requirements.
- Develops, manages, and coordinates contractor performance on assigned HVAC contracts.
- Creates project schedules, manage resources, and ensures timely completion of HVAC projects.
- Procures specialty maintenance services and develops specifications for equipment and systems.
- Implements and monitors goals and objectives related to HVAC operations and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Maintenance, Business Administration, or related field.
- Four (4) years experience in HVAC system maintenance, installation, and repair, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facility Management Professional credential (FMP) from the International Facility Management Association (IFMA) within 9 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- HVAC Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.

- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HVAC SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the HVAC Manager, the HVAC Supervisor leads a team focused on the installation, troubleshooting, and repair of industrial HVAC systems. The HVAC Supervisor oversees chiller plant operations and automated building control systems, utilizing expertise in mechanical codes and project inspection to ensure compliance and efficiency. This role combines technical expertise with administrative skills to manage assignments, provide training, and respond to system failures, while also developing maintenance policies to ensure safety and compliance with regulatory standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimates materials, and determines necessary equipment and tools for maintenance tasks.
- Creates drawings or sketches as needed to assist maintenance personnel in performing work assignments effectively.
- Determines, schedules, and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of HVAC assets.
- Develops and implements corrective action plans for any identified issues or deficiencies in HVAC systems.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Facilities Management, Maintenance, Business Administration, or related field.
- Four (4) years of experience in the installation, maintenance, and repair of HVAC systems.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.

- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching over-head.
- Occasional kneeling, crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HVAC TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the HVAC Supervisor, the HVAC Technician I assists with the installation, maintenance, and repair of HVAC systems and related equipment within buildings and facilities. This role involves working with a range of equipment, including central, wall, and window air conditioning units, exhaust fans, walk-in and chest-type freezers, ice machines, and water coolers. Additionally, the HVAC Technician I assists with drawings and sketches as needed, requisitions and maintains an inventory of replacement parts, and operates various tools and equipment, such as refrigeration gauges and volt/ohm meters.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, maintains, and repairs a variety of refrigeration, air conditioning, and ventilating equipment, including central and window air conditioning units, exhaust fans, freezers, ice machines, and water coolers.
- Troubleshoots mechanical problems and implements appropriate corrective actions to restore system functionality.
- Schedules and performs preventative maintenance on HVAC systems to ensure optimal performance and reliability.
- Prepares technical drawings and sketches as needed for system modifications or installations.
- Operates various tools and equipment, including refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, and welding equipment.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High Scholl Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority courteously and professionally.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HVAC TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a HVAC Supervisor, the HVAC Technician II performs installation, troubleshooting, and repair of industrial HVAC systems withing buildings and facilities. This position involves working with various systems, including chiller plants and automated building control systems. The HVAC Technician II is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, troubleshoots, and repairs various refrigeration, air conditioning, and ventilation equipment, including central and window air conditioning units, exhaust fans, and freezers.
- Conducts routine inspections of HVAC systems to identify potential issues and ensure optimal performance.
- Schedules and performs preventative maintenance on HVAC systems to enhance operational efficiency and extend equipment lifespan.
- Prepares necessary drawings and sketches for installation and repair projects to assist maintenance personnel.
- Operates and utilizes refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, and welding equipment safely and effectively.
- Collaborates with the HVAC Supervisor to estimate materials and equipment needs for upcoming projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the maintenance, repair and installation of HVAC Systems.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified HVAC Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HVAC TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of the HVAC Supervisor, the HVAC Technician III oversees both skilled and unskilled trades and maintenance personnel engaged in the installation, troubleshooting, and repair of HVAC systems and related equipment within buildings and facilities. This position involves working with chiller plant operations, automated building control systems, and mechanical components. The HVAC Technician III is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads and coordinates the maintenance, repair, and construction of HVAC systems and related equipment within buildings and facilities.
- Plans, schedules, assigns, and reviews work for team members, ensuring efficient workflow and task completion.
- Monitors and inspects work activities to ensure compliance with plans, specifications, codes, and safety standards.
- Plans job layouts and estimates materials, determining necessary equipment and tools for HVAC maintenance tasks.
- Creates drawings or sketches as required to assist maintenance personnel in performing work assignments.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of HVAC assets.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in the installation, maintenance, and repair of HVAC systems.
- Or equivalent combination of education, training, and experience.
- Certified HVAC Technician.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority courteously and professionally.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

INFORMATION SECURITY ANALYST I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Information Security, the Information Security Analyst I is responsible for supporting key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a solid understanding of current and emerging vulnerabilities and threats in the security industry, as well as key business and technological processes. The Information Security Analyst I performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist in establishing a mature and optimized Security Operations Center discipline to support managed security services.
- Identifies and remediates infrastructure and application vulnerabilities discovered during continuous scanning and regular penetration testing exercises and assist with risk prioritization.
- Analyzes and responds to security threats from various sources, including Firewall (FW), Antivirus (AV), Endpoint Detection and Response (EDR), Network Detection and Response (NDR), Email Security, and Cloud Security.
- Provides timely responses to clients with thorough and concise analysis and recommended actions regarding security threats.
- Conducts scanning and monitoring activities to provide in-depth visibility into potential known and unknown vulnerabilities and threats.
- Utilizes analytics tools to identify potential vulnerabilities and threats to the organization's environment.
- Detects, responds to, mitigates, and reports on cyber threats or incidents that may impact the organization's environment.
- Acts as an internal information security consultant to business and technology units, advising on risks, threats, and control practices related to Security Operations Center (SOC) assurance and response.
- Assists in the tuning of security consoles to optimize the performance and accuracy of alerts and monitoring.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree.
- Three (3) years of security knowledge and technical experience in a diverse range of IT systems – specifically with PCI compliance, logging solutions, vulnerability management solutions, Microsoft enterprise technologies, Cisco enterprise technologies, and Redhat Linux technologies, PCI compliance, logging solutions, vulnerability management solutions.
- At least one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, or CompTIA. Or equivalent combination of education, training, and experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the roles and responsibilities within a Security Operations Center (SOC), Vulnerability Management, Security Information Event Management, Threat Hunting, or Threat Intelligence teams, demonstrating a desire for long-term growth in these areas.
- Ability to analyze security issues and develop effective solutions to complex problems.
- Ability to manage multiple tasks efficiently and prioritize work in a fast-paced environment.
- Skill with Vulnerability Management technologies to identify and remediate security risks.
- Skill with Security Information Event Management (SIEM) technologies to monitor and analyze security events.
- Skill with TCP/IP networking concepts, understanding how data flows across networks.
- Knowledge of routing and access control devices to secure network infrastructure.
- Skill with various operating systems, including Linux, Windows, iOS, and network operating systems, to support diverse environments.
- Skill with Endpoint and Network Detection and Response technologies to detect and respond to threats.
- Knowledge of cloud security configuration best practices to ensure secure cloud environments.
- Ability to conduct research on emerging threats and vulnerabilities to enhance the organization's security posture.
- Skill in documenting incidents, findings, and responses to ensure clear communication and reporting.
- Ability to work independently and as part of a team, contributing to a collaborative security environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

INFORMATION SECURITY ANALYST II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Information Security, the Information Security Analyst II is responsible for supporting key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a solid understanding of current and emerging vulnerabilities and threats in the security industry, as well as key business and technological processes. The Information Security Analyst II performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Incident Response: Assisting in the detection and response to security incidents by following established protocols to mitigate risks and restore security.
- Vulnerability Assessment: Performing routine vulnerability scans and assessments to identify potential weaknesses in the organization's systems and networks.
- Security Audits: Participating in internal and external security audits to ensure compliance with security policies and regulatory requirements.
- Documentation and Reporting: Maintaining detailed documentation of security incidents, findings from audits, and vulnerability assessments, and generating reports for management.
- User Education and Awareness: Assisting in developing and delivering security awareness training for employees to promote best practices in information security.
- Policy Implementation: Helping to implement and enforce security policies, procedures, and guidelines within the organization.
- Must be able to participate in an on-call rotation or be on-call.
- Research and Analysis: Staying up-to-date with the latest security threats, vulnerabilities, and technology trends to inform security practices.
- Collaboration: Working closely with other IT and security team members to enhance the organization's overall security posture.
- Technical Support: Providing support for security tools and technologies, including firewalls, intrusion detection systems, and antivirus software.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree, or equivalent experience
- One (1) years of security knowledge and technical experience in a diverse range of IT systems – specifically with PCI compliance, logging solutions, vulnerability management solutions, Microsoft enterprise technologies, Cisco enterprise technologies, and Redhat Linux technologies, PCI compliance, logging solutions, vulnerability management solutions.
- At least one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, or CompTIA. Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Must have the ability to pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.

Knowledge

- Fundamentals of Information Security: Understanding core concepts such as confidentiality, integrity, availability, and the principles of risk management.
- Network Security: Basic knowledge of network protocols, firewalls, VPNs, and intrusion detection/prevention systems (IDS/IPS).
- Operating Systems: Familiarity with various operating systems, especially Windows and Linux, including their security features.
- Security Frameworks and Standards: Awareness of standards and frameworks like NIST, ISO 27001, and PCI DSS.
- Threat Landscape: Understanding common threats, vulnerabilities, and attack vectors (e.g., malware, phishing, social engineering).
- Incident Response: Basic principles of incident detection, response, and reporting.
- Compliance and Regulatory Requirements: Knowledge of relevant laws and regulations affecting information security, such as GDPR, HIPAA, etc.

Skills

- Analytical Skills: Ability to analyze security incidents and identify patterns or anomalies in data.
- Technical Proficiency: Familiarity with security tools (e.g., SIEM, antivirus, vulnerability scanners) and basic scripting or programming skills (e.g., Python, Bash).
- Communication Skills: Clear verbal and written communication skills to convey security concepts and incidents to non-technical stakeholders.
- Problem-Solving Skills: Ability to troubleshoot and resolve security issues efficiently.
- Attention to Detail: Meticulousness in analyzing logs and reports to identify potential security threats.

Abilities

- Team Collaboration: Ability to work effectively in a team environment, collaborating with IT and security professionals.
- Continuous Learning: Willingness to stay updated on the latest security trends, threats, and technologies.
- Time Management: Ability to prioritize tasks and manage multiple assignments under tight deadlines.
- Ethical Judgment: Understanding the importance of ethical behavior in handling sensitive information and security matters.
- Adaptability: Ability to adapt to new tools, technologies, and processes in a rapidly changing field.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Information Security Architect I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of the Information Security Office, the Information Security Architect I is responsible for leading key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a deep understanding of current and emerging vulnerabilities and threats in the security industry, as well as critical business and technological processes. The Information Security Architect I performs essential client-facing managed security services activities. Additionally, this position entails conducting thorough investigations and analyzing events to thwart internal and external threats to the organization's environment while mentoring junior analysts and contributing to the development of security policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Strategic Planning:** Developing and implementing the organization's information security strategy, policies, and procedures to align with business objectives and regulatory requirements.
- **Risk Management:** Conducting comprehensive risk assessments and threat modeling to identify vulnerabilities, assess risks, and recommend appropriate mitigation strategies.
- **Incident Response Leadership:** Leading and coordinating incident response efforts, including managing security breaches, conducting forensic investigations, and reporting findings to senior management.
- **Security Architecture Design:** Designing and implementing security architecture for systems, networks, and applications, ensuring that security best practices are integrated into the technology infrastructure.
- **Compliance Management:** Ensuring compliance with relevant regulations, industry standards, and best practices (e.g., GDPR, HIPAA, PCI-DSS) through audits, assessments, and continuous monitoring.
- **Security Awareness and Training Programs:** Developing and overseeing security awareness training programs for employees to foster a culture of security within the organization.
- **Vendor Management:** Evaluating and managing third-party vendors and service providers to ensure they meet the organization's security requirements and standards.

- **Advanced Threat Analysis:** Analyzing and responding to advanced persistent threats (APTs) and other sophisticated cyber threats, leveraging threat intelligence to inform security practices.
- **Collaboration with Stakeholders:** Working closely with other IT and business units to ensure security measures are effectively integrated and aligned with organizational goals.
- **Security Tool Implementation and Management:** Selecting, implementing, and managing security tools and technologies, such as firewalls, intrusion detection systems, and endpoint protection solutions.
- **Reporting and Documentation:** Preparing detailed reports on security incidents, risk assessments, and compliance status for executive leadership and regulatory bodies.
- **Contract Language Review:** Review Authority contracts (per requests from Procurement) for specific language dealing with cyber issues, and provide input as needed to ensure cyber risks are addressed in contracts. Consideration should also be given to related compliance standards or requirements.
- **Software and Hardware Review:** per requests received, review proposed software and hardware additions to identify and assess any cyber risks, and provide feedback on those products and related vendors to the requesting department. Consideration should also be given to related compliance standards or requirements.
- **Continuous Improvement:** Staying current with the latest security trends, vulnerabilities, and technologies, and continuously improving security practices and policies based on evolving threats.
- **Mentorship and Training:** Providing guidance, mentorship, and training to junior security staff and analysts, helping to develop their skills and knowledge in information security.
- Must be able to participate in an on-call rotation or be on-call.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

Associate's Degree, or equivalent experience. Five (5) years of experience identifying and analyzing information security threats.

- More than one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, EC-Council, (ISC)2, ISACA, CSA, SANS or CompTIA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Must pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.
- CompTIA Cybersecurity Analyst (CySA+)
- Bachelor's degreee

KNOWLEDGE, SKILLS, AND ABILITIES

- **Advanced Information Security Concepts**: In-depth understanding of security principles, frameworks, and best practices (e.g., CIS, NIST, ISO 27001).
- **Risk Management**: Extensive knowledge of risk assessment methodologies, threat modeling, and risk mitigation strategies.
- **Network Security**: Proficient in the design and implementation of secure network architectures, including firewalls, VPNs, and IDS/IPS.
- **Incident Response and Management**: Familiarity with incident response frameworks and procedures, including preparation, detection, containment, eradication, and recovery.
- **Compliance and Regulatory Requirements**: Comprehensive understanding of laws, regulations, and standards affecting information security (e.g., PCI DSS, CJIS, TSA Amendments specific to airports, Data Privacy regulations, GDPR, HIPAA, PCI DSS).
- **Security Technologies**: Knowledge of security tools and technologies, including SIEM, endpoint protection, vulnerability management, and encryption methods.
- **Threat Intelligence**: Understanding of threat intelligence concepts, including sources, analysis, and application in security operations.
- **Technical Proficiency**: Strong skills in security tools, programming/scripting (e.g., Python, PowerShell), and security testing methodologies.

- **Analytical Skills**: Ability to analyze complex security issues, identify vulnerabilities, and recommend solutions.
- **Project Management**: Skills in managing security projects, including planning, execution, and monitoring of security initiatives.
- **Communication Skills**: Excellent verbal and written communication skills for reporting findings, presenting to stakeholders, and educating staff on security practices.
- **Problem-Solving**: Strong troubleshooting skills to address security incidents and technical challenges effectively.
- **Team Leadership**: Ability to lead and mentor junior analysts and collaborate with cross-functional teams.
- **Strategic Thinking**: Ability to develop and implement long-term security strategies aligned with organizational goals.
- **Continuous Learning**: Commitment to staying updated on emerging threats, technologies, and industry trends through ongoing education and professional development.
- **Adaptability**: Ability to adapt to rapidly changing security landscapes and organizational needs.
- **Ethical Judgment**: Strong sense of ethics and integrity in handling sensitive information and security matters.
- **Attention to Detail**: Meticulousness in analyzing data, logs, and reports to identify potential security threats and ensure compliance.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

INTERNAL AUDIT INTERN

GENERAL DESCRIPTION

The Internal Audit Intern will support the internal audit team in evaluating the effectiveness of internal controls, risk management and governance processes within the organization. This internship provides valuable exposure to operational, financial, and compliance audits across various businesses and functions.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assists with the performance of attestation and consulting engagements during all phases of planning, fieldwork, and reporting.
- Assists in the preparation of audit workpapers and memos, as well as communicating with departments across the entire organization.
- Coordinates with supervisor and workpaper reviewer for feedback and learning opportunities.
- Assists the audit team with corrective action plan validation for proper and complete implementation.
- Assists the audit team with small projects and data collection as assigned.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Critical thinking**: Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork**: The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others.
- **Work Quality**: Adequate completion of work that is neat and accurate.

- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled in an accredited college or university in Accounting, Business Administration, Information Systems, Data Analytics or related field.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of Accounting, Data Analytics, Information Systems and/or Internal Audit practices.
- Ability to analyze and solve problems.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD CREDENTIALS SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Credentialing & Access Control Compliance Manager, the Lead Credentials Specialist completes various complex administrative duties relating to credentialing all Authority personnel and vendors/tenant. This role manages confidential correspondence while supporting the Credentialing and Access Control Compliance Manager. The Lead Credentials Specialist provides technical oversight to the Airport Credentials Specialist and serve as a knowledge resource to the team.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs various complex administrative and confidential functions and duties supporting the Credentialing and Access Control Compliance Manager.
- Assist in adjudicating all ID media applicants' Criminal History Records Check (CHRC) issued from the Federal Bureau of Investigations (FBI) to ensure the applicant's CHRC does not contain disqualifying information.
- Assist Aviation Authority staff and Tenant requests for Customer Border Protection approval to the Federal Inspection Services area of TPA.
- Exercises technical oversight and acts as the team lead of their respective area.
- Schedules, coordinates, and prepares meetings, meeting materials/handouts, appointments and conferences for the purposes of airport credentialing.
- Reviews and distributes detailed incoming and outgoing mail, electronic mail, correspondence, and statements for the department managers.
- Answers all questions relating to the badging and credentialing process, which includes handling sensitive security information, personally identifiable information and confidential records or information.
- Researches and responds to requests for information and assistance and determines priority status and refers to department manager, senior department manager, or other professional staff, as needed.
- Maintains accurate records of credentialing activities and ensure compliance with relevant regulations and policies.
- Assists in the development and implementation of credentialing procedures and best practices to enhance operational efficiency.

- Conducts periodic audits of credentialing records to ensure accuracy and compliance with established standards.
- Provides training and guidance to staff on credentialing policies and procedures to ensure understanding and compliance.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Four (4) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.

- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD NETWORK ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Network Services, the Lead Network Engineer is responsible for overseeing and directing the IT resources involved in the installation and configuration of switches, routers, firewalls, and associated components, ensuring optimal performance and reliability of all Authority network systems. This leadership role serves as the primary authority for the planning, design, maintenance, and comprehensive monitoring of the network infrastructure, driving initiatives that align with organizational goals and industry best practices. The Lead Network Engineer will independently lead high-impact network projects, fostering collaboration and innovation within the team.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Offers expert guidance and advanced technical support for networking hardware and software services across the Authority, influencing the direction of network technologies and practices.
- Designs, builds, and implements comprehensive network infrastructure solutions, including LAN, WLAN, and WAN, to meet the evolving needs of the organization while ensuring scalability and resilience.
- Establishes and maintains protocols for the continuous availability of all data network services, leading proactive performance monitoring initiatives and swiftly addressing issues to minimize downtime.
- Mentors, trains, and develops the network operations team, fostering an environment of knowledge sharing and best practices in installation, configuration, and maintenance to elevate team capabilities and performance**.**
- Oversees the troubleshooting, maintenance, and repair of the network infrastructure, ensuring high levels of reliability and performance while implementing best practices for incident response.
- Proactively investigates and addresses network capacity-related issues, leading initiatives to optimize resource utilization and enhance overall network efficiency and performance.

- Conducts comprehensive evaluations of various network infrastructure solutions, providing strategic recommendations to meet organizational needs and enhance operational effectiveness while also assessing the potential impact of emerging technologies.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Three (3)to Five (5) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD SYSTEMS ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems Engineering, the Lead Systems Engineer is responsible for overseeing the strategic design, implementation, and continuous improvement of advanced systems, server hardware, and software solutions. This position provides expert-level technical guidance for mission-critical server and system services, proactively identifying and resolving complex issues that impact the organization's infrastructure. The Lead Systems Engineer plays a vital role in developing and mentoring technical teams, serving as the primary escalation point for intricate challenges and ensuring swift, effective resolutions. Furthermore, this role engages with senior leadership and cross-functional teams to define and implement best practices, enhancing operational efficiency and aligning technology initiatives with broader organizational goals.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strategic oversight and expert-level technical guidance for advanced server hardware and software services across the Authority, ensuring optimal performance, reliability, and alignment with organizational goals.
- Champions the design, implementation, and continuous improvement of operating systems and associated hardware and software components, establishing best practices and frameworks for system architecture.
- Develops and enforces policies for user directory management and permissions on server platforms, ensuring organized, secure access that complies with regulatory and organizational standards.
- Proactively monitors, diagnoses, and resolves complex operating system challenges, leveraging innovative troubleshooting methodologies to enhance system performance and reliability.
- Directs and mentors teams in troubleshooting, maintaining, and repairing operating systems and applications, ensuring minimal disruption and an exceptional user experience across the organization.
- Leads the development and implementation of comprehensive backup and recovery strategies to protect organizational data, ensuring business continuity and resilience against disruptions.

- Conducts thorough evaluations and makes strategic recommendations for advanced software and hardware solutions to address user needs, drive operational efficiency, and support the organization's long-term technological vision.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of servers, systems, software, peripherals and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.

- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting over 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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LEAD TECHNICAL PROGRAM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager Technology Program Management Office, the Lead Technical Program Manager is responsible for leading and coordinating technical professional resources involved in the analysis, development, coordination, implementation, and documentation of new or existing information systems. This role is critical in ensuring that effective systems controls are established to support business operations and enhance overall efficiency. The Lead Technical Program Manager oversees complex project timelines, resource allocation, and budgets while facilitating effective communication among stakeholders to ensure that project objectives are met and aligned with organizational goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Oversees the formulation of project objectives and system development requirements to align with organizational goals.
- Participates directly in project development as needed, contributing technical expertise and leadership.
- Provides technical guidance and assistance to project staff to ensure the successful execution of projects.
- Monitors activities performed by project staff, ensuring that all products and documentation meet departmental standards.
- Analyzes methods of obtaining and presenting information, reviewing and evaluating alternative sources to enhance project outcomes.
- Prepares detailed specifications for information systems to guide development and implementation processes.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships.
- Develops plans for testing and implementing systems, monitoring these processes to ensure desired results are achieved.
- Facilitates work processes for staff, including projects, tasks, and resources, utilizing various methodologies such as Waterfall, Agile, and SCRUM.

- Identifies and manages project risks, implementing mitigation strategies to minimize impact on timelines and deliverables.
- Lead post-project evaluations and lessons learned sessions to improve future project planning and execution practices.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Business Management or directly related field.
- Five (5) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Project Management Professional (PMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in at least one relevant technical domain (GIS, Data, ERP, Cloud, Network, Infrastructure, etc.).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of strong leadership principles, team-building techniques, employee engagement strategies, and consensus-building.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours
- Frequent Walking
- Occasional lifting up to 25 lbs.
- Continuous typing

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LEADERSHIP AND EMPLOYEE DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Leadership & Employee Development, the Leadership & Employee Development Manager plays a vital role in enhancing the organization's retention, growth, and succession strategies. The Leadership & Employee Development Manager utilizes their functional expertise and strategic thinking abilities to build and sustain an unparalleled development program. The manager will actively promote the organization's values by incorporating them into all learning and development programs, fostering a culture of continuous improvement and empowerment for individual leaders and their teams.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Designs, develops, implements, and maintains the organization’s annual performance appraisal system, leadership and employee development program, and effective succession planning initiatives.
- Makes process and system enhancements recommendations to ensure an effective performance management program.
- Oversees the creation of e-learning courses, career plans, workshops, and other training modalities to support employee development.
- Collaborates with other departments to develop a functional and engaging content library as a core learning resource.
- Provides departmental coaching to promote and sustain a positive organizational culture.
- Works closely with other Human Resources (HR) professionals to understand the employee life cycle and recommend process improvements.
- Develops and empowers individual leaders to cultivate their teams and future leaders.
- Conducts follow-up studies on completed training programs to evaluate and measure their effectiveness.
- Advocates for the organization’s values and creatively incorporate them into all learning and development initiatives.
- Stays informed about multi-industry trends to position the organization as a benchmark for training excellence.
- Consults with HR department leadership on annual budgeting related to training and development.

- Analyzes training feedback and performance data to continuously improve learning programs.
- Fosters an environment of continuous learning and improvement across the organization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Capital, Industrial or Organizational Psychology, Training, Development, or related educational track.
- Four (4) years of experience Implementing, utilizing, and maintaining learning management and performance management technology.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Suite and other training and development platforms.
- Knowledge of adult learning principles, training methodologies, and development strategies to enhance employee skills and capabilities.

- Knowledge of HR principles, practices, and trends, particularly in leadership development, employee engagement, and succession planning.
- Knowledge of performance measurement systems and goal-setting processes to enhance individual and team performance.
- Knowledge of organizational development theories, strategies, and best practices to drive positive organizational change and growth.
- Knowledge of change management principles, enabling effective navigation and leadership through organizational transitions.
- Knowledge of leadership theories and the ability to inspire, motivate teams, and foster a positive work environment.
- Skill in planning, executing, and evaluating organizational development initiatives, including budgeting and resource allocation.
- Skills in analyzing and problem-solving, with the ability to identify issues, analyze data, and implement innovative solutions.
- Ability to use learning management systems and other technology tools relevant to training and development.
- Ability to command respect and positively influence others, exhibiting leadership presence within the organization.
- Ability to work effectively in a diverse and inclusive environment, demonstrating awareness and sensitivity to cultural differences.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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LEGAL INTERN

GENERAL DESCRIPTION

Under the general direction of an Assistant General Counsel, the Legal Intern assists the legal team in various tasks related to legal research, document preparation, and case management. The intern conducts research on legal issues, drafts memos and briefs, and helps organize case files while adhering to confidentiality and ethical standards. Additionally, the Legal Intern participates in team meetings, gaining insights into legal practices and procedures while developing essential skills for their future career in law.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with legal research on various topics and issues to support ongoing cases and projects.
- Drafts and prepares legal documents, memos, and correspondence under the guidance of supervising attorneys.
- Organizes and maintains case files, ensuring all documents are accurately filed and easily accessible.
- Attends team meetings and takes notes, summarizing key discussions and action items for follow-up.
- Reviews and summarizes legal materials, including contracts, briefs, and other documentation.
- Supports the legal team in preparing for hearings, depositions, or meetings by compiling relevant information and materials.
- Assists with administrative tasks, such as scheduling meetings and managing calendars for legal staff.
- Participates in training sessions and workshops to enhance legal knowledge and skills.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled in an accredited college or university in Law, Public or Business Administration, or a related field.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proficient in using Windows and Microsoft Office Software (Word, Excel, Projects, and Outlook).

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of laws relevant to aviation operations.
- Knowledge of professional standards and practices to demonstrate a positive and professional image in all interactions.
- Knowledge of Microsoft Office Suite (Word, Excel, Projects, and Outlook).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LOGISTICS COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Electronics Manager, the Building Logistics Coordinator performs a crucial role in planning and coordinating Authority special events, collaborating with various departments to ensure successful execution. This role also involves operating power equipment and ensuring cleanliness and organization at work sites after project completion. Aditionally, the coordinator will perform skilled work across multiple trades in the construction, maintenance, and repair of buildings, equipment, and facilities. ***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.***

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assists in the planning and coordination of Authority special events, ensuring all logistical aspects are addressed.
- Performs skilled repairs in plumbing, including water lines, fixtures, and related equipment to ensure functionality.
- Conducts maintenance and repairs in carpentry, plastering, furniture, shelves, doors, and windows as needed.Participates in the erection of small structures and manage complex alterations and repairs related to plumbing, brick, cement, and carpentry work.
- Paints both the interiors and exteriors of buildings to maintain aesthetic standards and protect surfaces.

- Operates power equipment, including drill presses, threading machines, drain cleaning machines, air compressors, and gas-operated saws.
- Monitors and maintains inventory of tools and materials necessary for repairs and event preparations.
- Participates in training and development opportunities to enhance skills related to building maintenance and event coordination.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in trades work.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Maintenance Professional Certification preferred (FMP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Extensive knowledge of safety procedures and the proper use of safety equipment in building maintenance.

- Skill in the use of hand and power tools, including electrical and gas-operated equipment used in construction and maintenance tasks.
- Ability to read and interpret blueprints, drawings, and technical specifications accurately.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

Lost and Found & Volunteer Ambassadors Manager

GENERAL DESCRIPTION

Reporting to the Senior Manager of Guest Experience, the Lost and Found & Volunteer Ambassadors Manager performs managerial duties and is responsible for overseeing the day-to-day operations of the Volunteer Ambassador Program and the Tampa International Airport's Lost and Found section. The position is responsible for the recruitment and training of volunteer ambassadors and the daily staffing of the airports' various information kiosks. Duties include maintaining a positive relationship with the Local Visitor and Convention Bureau Partners. The position is further responsible for coordinating and supervising Lost & Found Coordinators and overseeing cataloging, inventory, and audit controls for lost and found property.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the day-to-day operations of Volunteer Ambassador program and the Lost and Found section.
- Directs the allocation of resources to achieve timely outcomes and meet goals.
- Supervises and provides guidance and training to assigned staff; assigns, monitors and reviews work; evaluates performance and initiates corrective action as needed, including separation from employment.
- Reviews and acts on administrative and operational concerns.
- Conduct annual and bi-annual audits of Lost and Found property in accordance with authority standard procedures and FL statutes.
- Develops work standards and guidelines for the Volunteer Ambassador program and the Lost and Found section. Implements goals, objectives, and procedures.
- Clarifies and resolves day-to-day issues regarding organizational procedures, practices, programs, and projects.
- Assesses staffing needs and identifies shortfalls; interviews, recruits, and makes a recommendation to hire new staff.
- Monitors status of allocated funds and controls expenses.

- Coordinates with other departments within HCAA and external agencies/departments to ensure efficient flow of communications and services.
- May represents the Guest Services department at meetings, functions, and events within HCAA.
- Performs other related duties as required.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Graduation from a high school or possession of a GED Certificate
- Four (4) years of experience in guest relations or customer service.
- Two (2) years of customer service supervisory experience leading a team of five or more in a public contact capacity

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PREFERRED QUALIFICATIONS

- Associate's or Bachelor's degree in Hospitality, Business, Communications, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of Airport and community resources and available informational services.
- Ability to lead others effectively.
- Ability to maintain positive employee engagement.
- Working knowledge of office practices and procedures.
- Ability to develop and assign work schedules.
- Skill in making presentations to groups.
- Working knowledge of Microsoft Word, Excel, and PowerPoint.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Occasional lifting up to 50 lbs. or more
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of company vehicle

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LOST AND FOUND PROPERTY CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Lost and Found Property Control Coordinator is responsible for the efficient handling, cataloging, and return of lost items to their rightful owners at the Authority. This position requires a detail-oriented individual who can effectively coordinate with various airport departments and utilize technology for tracking lost items. The Coordinator also provides exceptional customer service, ensuring that passengers are kept informed throughout the retrieval process while maintaining compliance with airport and airline policies regarding lost and found operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Receives, documents, and categorizes lost items promptly, ensuring accurate records are maintained for each item that enters the lost and found department.
- Utilizes database systems to track and log lost items, maintaining an organized inventory that allows for efficient retrieval and matching with reported lost items.
- Liaises with airport staff, security, airlines, and passengers to facilitate the return of lost items.
- Provides exceptional customer service by responding promptly to inquiries and keeping individuals informed throughout the retrieval process.
- Generates reports detailing the status of lost items, trends in lost property, and any improvements needed in the lost and found process.
- Ensures compliance with airport and airline policies regarding the handling, storage, and disposal of lost items.
- Follows established procedures for the safekeeping and eventual disposal of unclaimed items.
- Works closely with airport authorities, security personnel, and relevant departments to enhance the efficiency of lost and found operations.
- Identifies areas for process enhancement, suggest improvements, and implement best practices to streamline the lost and found procedures.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in customer service and/ or inventory management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules governing the Lost and Found area to ensure compliance and effective operations.
- Knowledge of data management techniques and inventory control, enabling accurate tracking and cataloging of lost items.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Pushing, pulling and/or dragging, bending, stooping & reaching overhead

- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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MAINTENANCE DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Maintenance Duty Manager (MDM) ensures optimal maintenance and upkeep of airport facilities, systems, and equipment in accordance with industry standards. This role focuses on exceeding customer expectations in terms of safety, security, aesthetics, and reliability across various airport infrastructures, including terminal buildings, roadways, airfield pavements, and parking facilities. The Maintenance Duty Manager leads Maintenance Department activities and serves the primary point of contact for emergency situations and managing maintenance contracts.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Acts as a resource for employees and construction subcontractors, providing guidance to minimize incidents and exposures.
- Represents the Maintenance Department during off-hours, weekends, and holidays to coordinate with relevant airport departments.
- Provides consistent leadership and decision-making support for shift personnel to ensure smooth operations.
- Serves as the departmental liaison during Automated People Mover (APM) outages, coordinating response and recovery efforts.
- Conducts inspections for Quality Control/Quality Assurance of facilities and equipment to ensure compliance with standards.
- Determines service needs and assess personnel/vendor requirements for maintenance tasks and projects.
- Manages, coordinates, and monitors contractor performance for assigned contracts to ensure quality and compliance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Three (3) years experience in managing operations at an airport, or in a comparable industry of similar size.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of facility management principles and practices, particularly in the context of airport operations.
- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.

- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing & walking.
- Frequent sitting.
- Occasional lifting up to 50 Ibs.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Frequent exposure to extreme weather, noxious fumes, chemicals, & insects.
- Navigate frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Frequent use of car/ light truck
- Frequent heavy equipment & power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MAINTENANCE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Maintenance Project Manager manages both complex, large-scale capital projects and smaller maintenance refurbishment initiatives. This position coordinates project scopes, schedules, and resources while providing high-level technical support throughout all project phases, including design planning and construction oversight. The Maintenance Project Manager also manages contracts, ensures regulatory compliance, and monitors budgets. Additionally, the position involves collaboration with various departments and stakeholders, problem-solving to address operational challenges, and analyzing utility data to support sustainability initiatives and enhance operational efficiencies.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project schedules and allocate resources effectively to meet deadlines.
- Implements best practices in project management to improve processes and outcomes.
- Provides high-level technical support throughout all project phases, including design planning, construction oversight, and closeout.
- Prepares contract drafts, requests for proposals, and related documentation for projects.
- Ensures compliance with Authority Construction Program requirements, regulations, and procedures.
- Identifies and resolves project management, administrative, and operational issues to maintain project flow.
- Analyzes utility costs and consumption data to forecast budgets and enhance operational efficiencies.
- Conducts regular project status meetings to communicate updates and address concerns with stakeholders.
- Trains and mentors junior staff or project team members as needed.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Engineering, Construction Management, or related field.
- Three (3) years experience in project management, construction management, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management theory, techniques, and tools.
- Knowledge of mechanical and electrical systems related to central energy plants and large commercial facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking and sitting up to 6 hours per day.
- Occasional bending & stooping.
- Continuous typing.
- Continuous use of car/ light truck.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

MANAGER OF ACCOUNTING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Manager of Accounting is responsible for managing the general ledger and accounting methodologies that facilitate the preparation of monthly, quarterly, and annual financial packages. This role oversees the completion of the Authority's financial package preparation and directs the monthly, quarterly, and year-end closing activities of accounts payable. Additionally, the Manager leads and supervises all accounting functions for the Authority, including accounts payable, general ledger management, and financial reporting, while ensuring the integrity of financial controls and compliance with established procedures.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the monthly, quarterly, and year-end closing activities of accounts payable to ensure timely and accurate financial reporting.
- Oversees the financial system general ledger, evaluating its effectiveness and recommending enhancements to senior management.
- Play a critical leadership role in testing and implementing upgrades to the financial management system, providing necessary training to staff.
- Ensures the integrity of financial controls over the Authority's books and records, ensuring compliance with established procedures.
- Manages the external financial audit process, serving as the primary contact for the audit team and ensuring smooth communication.
- Ensures accurate and timely flow of information to auditors, coordinating data requests and responding to inquiries effectively.
- Prepares assigned schedules and notes for financial statements, ensuring all information is accurate and complete.
- Manages and reviews the Authority's bank reconciliations prepared by staff to ensure accuracy and timeliness.
- Prepares and presents financial reports and analyses to senior management, offering insights and recommendations for decision-making.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance or related field
- Six (6) years related experience.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Accountant.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in accounting, finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of professional and departmental standards for conducting comprehensive auditing programs, ensuring adherence to best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Ability to analyze transactions and financial reports, making appropriate corrections to entries as necessary to maintain accuracy.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 25 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MANAGER OF BUSINESS SYSTEMS ANALYSIS

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Business Systems & Product Strategy, the Manager of Business Systems Analysis leads functional and technical support teams responsible for enterprise application enhancements, issue resolution, and project implementation. This role manages specialized teams focused on Geographic Information Systems (GIS) or Oracle Enterprise Resource Planning (ERP) solutions, depending on departmental assignment. The Manager develops and maintains departmental budgets, implements project management best practices, and cultivates high-performing teams while prioritizing stakeholder satisfaction. This role is critical in bridging the gap between business needs and technical solutions, overseeing the analysis, design, and implementation of systems that support business operations.

Requires availability for emergency call-in

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works closely with business stakeholders to understand their requirements for new or existing systems through interviews, workshops, and analysis sessions to comprehensively elicit, document, and analyze requirements.
- Collaborates with technical teams and architects to design systems that meet identified business requirements, including defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables align with organizational needs.
- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Ensures the quality of system deliverables through rigorous testing and validation by developing test plans, coordinating testing activities, and overseeing the resolution of issues and defects.
- Ensures business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and assesses risks associated with business systems initiatives and develop mitigation strategies to minimize impact on project success.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Five (5) years experience in business analysis or systems analysis and quality assurance testing, or related field.
- Two (2) years supervisory experience.
- At least one advanced certification in analytics/business analysis, project management, or in product leadership/product ownership. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quality assurance principles and practices, including testing methodologies, test planning, and defect management to ensure the quality and reliability of system deliverables.
- Knowledge of performance metrics and reporting techniques to evaluate the effectiveness of business systems and processes.
- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing
- Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) or short periods in different work positions

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The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MARKET INTELLIGENCE ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Market Intelligence Analyst is responsible for generating data-driven insights that support the Authority's air service development efforts, marketing strategies, and overall strategic objectives. This role emphasizes the use of data analytics and other tools to enhance the Authority's business and market intelligence initiatives. Additionally, the Market Intelligence Analyst creates comprehensive multimedia presentations and reports that effectively communicate research findings and recommendations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Takes full responsibility for building accurate and relevant data dashboards, performance reporting, and campaign measurement for projects spanning topics across the Authority.
- Independently and proactively scopes ambiguous research or data questions into structured analytical plans.
- Manages end-to-end research projects (e.g., customer surveys, qualitative feedback synthesis, market/competitor research, etc.).
- Tracks and reports on key performance indicators related to marketing and air service development strategies, providing insights for continuous improvement.
- Responds to ad hoc research requests from internal stakeholders, providing timely and relevant data analyses to support their needs.
- Manages ongoing ASQ survey process and vendor, as well as other external data vendors as the need arises.
- Creates high-quality multimedia presentations and written reports that communicate research results, findings, and recommendations effectively. Flags risks, anomalies, or resourcing constraints early and proposes solutions.
- Provides clear, confident analytical recommendations that influence marketing, strategic and business decisions.
- Pushes back respectfully when data contradicts assumptions.
- Introduces new ideas — better metrics, improved processes, smarter experimentation — based on observed patterns.
- Combines passenger behavior analysis, competitive research, and other data to identify trends and build a clear picture of what's happening and why.
- Influences through information-sharing and clarity rather than authority.

- Brings a “shared success” mindset—proactively looking for ways to support team goals.
- Maintains clean, trustworthy datasets and pipelines.
- Facilitates conversations that connect insights to action.
- Acts as a thought partner to marketing, strategy and others, not just a report generator.
- Improves team understanding of data definitions, KPIs, and best practices.
- Brings structure to ambiguous tasks.
- Assists with other Marketing, Communications & Strategy department activities as needed including but not limited to community outreach events and in-terminal passenger marketing activations and celebrations.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical Thinking:** Able to analyze a situation from different points of view; considers current and future impacts of decisions; Objective evaluation of an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Data Analytics, Business Analytics, or related field.
- Three (3) to five (5) years experience in performing statistical analysis, data analysis, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of data analysis principles and techniques, including advanced statistical analysis and data mining, to support research objectives.
- Knowledge of business intelligence software, tools and online data resources such as Power BI, Excel and other use-specific software that is used to collect, analyze, and present market data to support strategic decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MARKETING COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Digital Marketing & Strategy, the Marketing Coordinator is responsible for providing daily support for various marketing initiatives and managing community events, including participation in outreach events and parades as well as the procurement of promotional items. This role oversees the purchasing process for promotional materials, managing inventory, and coordinating logistics for marketing-funded events. The coordinator also assists with advertising campaigns and marketing projects, ensuring alignment with brand standards and budget constraints, while fostering strong relationships with vendors and stakeholders to enhance the Authority's community presence.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Manages all aspects of the purchasing process for promotional items for the Authority, including tracking inventory, processing requests, and maintaining internal client and vendor relationships.
- Coordinates the gathering of quotes and samples for promotional items, ensuring all creative materials meet brand standards before procurement.
- Oversees the distribution of promotional items, ensuring that all purchases and forecasts stay within established budget limits.
- Organizes and manages marketing-funded community events, such as parades, pride events, and festivals, to achieve strategic marketing strategies via community engagement.
- Coordinates logistics for large on-site events, ensuring smooth execution and participant satisfaction.
- Assists with marketing initiatives and advertising campaigns by producing on-site signage, managing sweepstakes, placing purchase orders and handling invoices, and coordinating execution of campaigns.
- Responds to inquiries and provides assistance to staff and the public regarding marketing initiatives, promotional items, and community events.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Less than one (1) year experience providing administrative support, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of purchasing processes and inventory management related to promotional items, ensuring compliance with organizational standards.
- Knowledge of marketing principles and practices, particularly in relation to community engagement and promotional strategies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling & dragging

- Continuous typing
- Occasional use of car/light truck.

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MARKETING EVENTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs and Partnerships , the Marketing Events Manager is responsible for overseeing the planning, coordination, and supervision of marketing-related events and initiatives. This role involves managing a cross-departmental team of administrative, technical, and clerical staff as well as vendors to ensure successful execution of programs and services that enhance the Authority's community engagement and brand visibility. The Marketing Events Manager develops and implements strategies to meet organizational goals, allocate resources effectively, and ensure compliance with relevant policies and standards while fostering a collaborative environment within the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive events strategy to promote the Authority's services and facilities.
- Plans and executes events of all sizes, promotional activities and community outreach programs for the Authority.
- Manages the day-to-day operations of events for the Marketing & Communications team as well as for other Authority departments as needed, coordinating and administering assigned programs and resources effectively.
- Manages meetings and events from conception to execution, ensuring all aspects are running smoothly.
- Researches and contracts with appropriate vendors, assures Risk Management compliance, coordinates logistics, and processes payments.
- Plans, schedules and manages in-terminal entertainment in keeping with established budgets.
- Manages installation of holiday decorations at TPA, including oversight of contract and vendor.
- Monitors the budget for Marketing events, ensuring effective control of expenses and alignment with financial goals.
- Coordinates with other departments and external agencies to ensure efficient communication and service delivery for events.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Events Management, or related field.
- Three (3) years experience managing and/or planning events, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of marketing principles and practices, particularly in relation to community engagement and promotional strategies.
- Knowledge of procurement processes related to promotional items, including vendor management and contract compliance.
- Knowledge of community relations and outreach strategies to promote the Authority's initiatives and enhance public engagement.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MARKETING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs & Partnerships, the Marketing Manager is responsible for maintaining well-organized, efficient, and effective project and program management. The role focuses on understanding and executing effective strategies in marketing art, and community engagement. Collaborating closely with diverse community partners and airport departments throughout the Authority, the Marketing Manager oversees several significant ongoing projects, while simultaneously completing other assignments.

Ability to work in dynamic environments with varying schedules and shifts including occasional nights and weekends as needed.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the Call for Artists process, selection, installation, and maintenance of public art by collaborating with the Public Art Selection Committee, Planning & Development, Procurement, Legal, and Operations departments.
- Oversees the Authority's rotating art exhibit program, evaluating opportunities and value to the community, TPA patrons and employees. Negotiates, curates and installs temporary exhibits that align with the airport's policies and strategic objectives in order to build positive relationships with the art community and provide a variety of opportunities for the traveling public to engage in artistic excellence while simultaneously enhancing the Airport environment.
- Assists with identifying and negotiating in-kind sponsorship agreements with community entities to enhance the airport's community engagement efforts by showcasing community events, cultural or sporting event or programs important to the Tampa Bay region and then activating community awareness programs throughout the Airport.
- Coordinates the planning and execution of the Authority's annual "5K on the Runway" community outreach and fundraising event for United Way Suncoast, ensuring all logistics and marketing efforts are managed effectively.
- Coordinates the planning and execution of the Authority's annual Employee Giving Campaign, ensuring all logistics and marketing efforts are managed effectively. Serves as the primary contact for United Way Suncoast.
- Assists in creating and implementing marketing strategies based on the Authority's goals and community engagement initiatives. Identifies and manages other Marketing Department projects as needed.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Marketing, Communications, Public Relations, Art, or related field.
- Three (3) years of experience in marketing, project management or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience buying or selling media.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project or program management principles and best practices, particularly as they relate to marketing initiatives and community engagement.
- Knowledge of the principles of marketing, branding, and public relations, with a strong orientation towards enhancing customer experiences.

- Knowledge of public art programs and appreciation for artistic initiatives, enabling effective management of related projects and collaborations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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MARKETING MEDIA PRODUCER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy & User Experience, the Marketing Media Producer serves as a key member of the Authority's Design Studio, responsible for delivering high-quality photographic, video production, and audio/visual support services to a diverse range of internal and external clients. This position uses technical expertise and creative sensibility to develop visually compelling media that enhances the Authority's brand. The Marketing Media Producer manages all aspects of media production, from concept and scripting to filming, editing, and final presentation, while ensuring alignment with the HCAA branding standards and objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes the complete production process for training, promotional, and other videos, from scripting and video capture to final editing and presentation.
- Captures, edits, and converts digital photographs and recordings, ensuring proper export formats for various mediums, including print, social media, and web platforms.
- Builds and maintains an organized image and video library, managing its content for easy access and retrieval by stakeholders.
- Works closely with the Marketing & Communications and Design Studio teams to successfully complete multi-level projects that align with departmental goals.
- Provides creative and technical support for staff and community events, including video capture, photography, and audio/visual setup and troubleshooting.
- Performs minor repairs and routine maintenance on production equipment to ensure optimal functionality.
- Makes purchasing recommendations for new equipment and supplies to enhance production capabilities and efficiency.
- Reviews and approves onsite video and photography requests from external entities, ensuring alignment with brand standards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Marketing, Media Production, Photography, or related field.
- Three (3) years experience in design, videography, video editing, and photography, including workflow, equipment, creative techniques, technical expertise and delivery formats.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of photographic and video production techniques, including familiarity with different formats for print, social media, and web placement.
- Knowledge of audio/visual equipment and software used in the production and editing processes to ensure high-quality outputs.
- Knowledge of current trends in videography and photography, enabling the application of innovative techniques and ideas in marketing initiatives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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MATERIALS MANAGEMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Non-Capital Programs and Materials Management, the Materials Management Manager is responsible for overseeing administrative and warehouse duties related to property and inventory control of organizational assets. The manager has a deep understanding of warehouse and inventory principles, including Supply Chain Management (SCM), along with proficiency in relevant software applications for inventory management and tracking. The Materials Management Manager is expected to multitask efficiently, prioritize effectively, and contribute to a collaborative work environment to achieve organizational goals.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements effective SCM strategies and practices to optimize resources.
- Oversees inventory control and maintains the security of the inventory located in Authority Warehouses
- Oversees the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.
- Keep inventory control systems up to date and plan future warehouse capacity requirements.
- Oversees the Authority's Fuel Management System, including monthly reporting, and issues.
- Oversees the attic stock program.
- Oversee the receiving and disposal of surplus stock, including the preparation of Board Documents.
- Oversee Materials Management Key Performance Indicators (KPIs), including Days to Replenish and Daily Receipts.
- Responsible for titling, registration and signing for all Fleet vehicles and trailers on behalf of the Authority.
- Prepares clear and concise reports, emails, and presentations to inform and update relevant parties.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma
- Four (4) years experience warehousing, procurement, SCM, and/or property control.
- or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Forklift Certified.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of supplier management practices to optimize resources and enhance procurement efficiency.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 60 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing.
- Occasional use of car/light truck
- Continuous computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

NETWORK ENGINEER I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Network Services, the Network Engineer I is responsible for the installation and configuration of switches, routers, firewalls, and associated components to ensure the smooth operation of all Authority network systems. This role handles basic network-related projects independently, addressing advanced work problems and tasks with minimal supervision. Additionally, the Network Engineer I serves as the initial escalation point for unresolved issues from lower support tiers, focusing on areas such as switches, routers, firewalls, controllers, and access points.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs basic setup, installation, and configuration of operating systems, including networking hardware and software components.
- Designs, builds, and implements functional network infrastructure, including LAN, WLAN, and WAN to support organizational needs.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assist with troubleshooting, maintenance, and repair of operating systems and applications, ensuring minimal disruption to users.
- Supports backup and recovery processes to protect data integrity and ensure business continuity.
- Assists in evaluating and recommending various software and hardware solutions to meet user needs and enhance operational effectiveness.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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NETWORK ENGINEER III

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Network Services, the Network Engineer III is responsible for leading the IT resources in the installation and configuration of switches, routers, firewalls, and associated components to ensure the smooth operation of all Authority network systems. This position serves as the primary point of contact for planning, designing, maintaining, and monitoring all aspects of the network infrastructure. Additionally, the Network Engineer III independently performs complex network-related projects and supports the resolution of advanced issues in areas such as switching, routing, and network security, acting as an escalation point for unresolved problems from lower support tiers.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides advanced technical support for networking hardware and software services for the Authority.
- Designs, builds, and implements functional network infrastructure, including LAN, WLAN, and WAN to support organizational needs.
- Ensures the continuous availability of all data network services, proactively monitoring performance and addressing issues as they arise.
- Mentors and trains the network operations team in installation, configuration, and maintenance best practices to enhance team skills and capabilities.
- Troubleshoots, maintains, and repairs the network infrastructure to ensure reliability and performance.
- Investigates and remediates network capacity-related issues to optimize resource utilization and improve overall network efficiency.
- Evaluates and recommends various network infrastructure solutions to meet organizational needs and enhance operational effectiveness.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) to Five (5) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.

- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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OPERATIONS PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Operations Projects Manager is responsible for leading the development, implementation, and continuous improvement of operational standards across airfield and terminal environments. This role ensures regulatory compliance, enhances operational efficiency, and drives forward-thinking initiatives that elevate the overall passenger experience. The position bridges compliance with innovation, working closely with Airfield, Terminal, Guest Experience, the Airport Operations Center, Safety, and the Security Operations teams to deliver safe, secure, efficient, and customer-centric airport operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Compiles monthly, annual and special reports for strategic plans, special operation plans, KPIs (tracking metrics), organizational flight plans, and department driven initiatives.
- Identifies areas for improvement in departmental processes and recommending solutions to enhance efficiency and effectiveness.
- Standardizes and maintains up-to-date standard operating procedures (SOPs or Operational Guides), manuals, and compliance documentation across the Operations Department.
- Ensures all Job Qualification Requirements (JQR) training curriculum, materials, and records are consistent throughout the department.
- Intensifies operational improvement initiatives leveraging technology, data analytics, and industry best practices.
- Provides Continuity of Operations (CONOPS) and Operational Readiness, Activation, and Transition (ORAT) programs following major construction projects, new equipment installation, and new software integration.
- Develops and lead training courses within Operations.
- Ensures records, reports, operations standards and procedures are updated and accurate.
- Collaborates with the Airport Police and Security Operations team for TSA security requirements specific to Operations and CFR Part 1542, and other applicable federal, state, and local policies.
- Leads operational improvement initiatives leveraging technology, data analytics, and industry best practices.
- Researches, pilots, and implements innovative solutions to enhance operational efficiency and resiliency.

- Facilitates cross-functional workshops to drive problem-solving and collaborative innovation.
- Represents the Operations Department for technical committees, research initiatives, development projects, and cross-functional working groups.
- Conducts audits of airfield inspections, records, and training materials.
- Liaise with regulatory agencies during inspections, audits, and incident investigations; follow up on findings and corrective action plans.
- Supports sustainability initiatives related to airport operations (e.g., energy-efficient systems, green operations policies).
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience: Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.**
- **Organizational Ownership: Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.**
- **Decisiveness: Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.**
- **Teamwork: The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation Management Airport Operations, Transportation, Engineering, or related field.
- Five (5) years experience in airport operations, aviation management or related field.

- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

Preferred Quals

- Master's degree preferred
- AAAE accreditation (CM, ACE, or AAE) or equivalent certification.
- Experience with airside and landside operations at a large-hub airport.
- Familiarity with airport operations dispatch roles and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety standards and practices, with the ability to conduct regular safety audits, inspections, and assessments to enhance safety protocols.
- Knowledge of FAA Part 139, TSA 1542.
- Ability to identify issues, analyze data, and implement innovative solutions.
- Skill and ability working in large, complex organizations, such as airport environments or governmental agencies, developing and implementing changes.
- Organizational, leadership, and project management skills.
- Ability to implement operational improvements and lead cross-functional teams.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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PAYROLL and TIMEKEEPING ANALYST

GENERAL DESCRIPTION

Under the general direction of the Payroll Operations Finance Manager, the Payroll and Timekeeping Analyst is responsible for the accurate, timely, and compliant administration of all payroll and timekeeping activities for approximately 700 hourly and salaried employees across multiple locations. This role owns the end-to-end payroll process — from time capture and validation through final payroll reconciliation — ensuring compliance with all applicable federal, state, and local wage and hour laws. The analyst will serve as a subject matter expert (SME) on payroll systems, processes, and regulatory requirements, and will partner cross-functionally with HR, Finance, and Operations to maintain accuracy, consistency, and efficiency in all pay-related practices.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Payroll Processing, Oversight, and Support

- Manage the full-cycle payroll process for hourly and salaried employees, including data entry, calculation, review, and reconciliation.
- Ensure timely and accurate submission of all regular payrolls per schedule
- Validate gross-to-net calculations, deductions, benefit contributions, and employer tax liabilities.
- Review and approve payroll audit reports to identify and correct errors prior to finalization.
- Process special payrolls, off-cycle payments, bonuses, and termination pay in compliance with applicable regulations.
- Serves as a point of contact for payroll inquiries from employees and managers, providing timely and professional resolution to payroll discrepancies and questions.
- Collaborates with HR and Finance teams on reporting, budgeting, and labor cost analysis.

Timekeeping Administration and Scheduling

- Maintain and oversee the organization's electronic timekeeping system, ensuring accurate collection of worked hours, premium pay, and leave balances.
- Audit and correct timecard exceptions, missed punches, and leave requests prior to payroll submission.
- Ensure compliance with company policy and all wage and hour laws (including FLSA, state break requirements, and overtime rules).

Education and Experience:

- Associate's degree in business, or related field preferred.
- 3–5 years of hands-on experience in payroll and timekeeping administration for a workforce of 500+ employees.
- Strong understanding of payroll, wage and hour laws, and payroll tax compliance.
- Experience with Oracle, ADP Workforce Now, UKG/Kronos, Paylocity, or similar system.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in business, or related field preferred.

- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers' Compensation laws.
- Knowledge of payroll software and systems (e.g., Oracle, ADP, UKG, etc.) and intermediate proficiency in Microsoft Excel for data analysis and reporting.
- Strong analytical and problem solving skills
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PAYROLL OPERATIONS FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Payroll Operations Finance Manager oversees payroll for the Authority while interpreting and communicating relevant regulations and procedures. The role represents the Authority's payroll section at various meetings, ensuring effective liaison with external agencies and internal departments to maintain compliance with federal and state regulations. The manager is responsible for formulating and implementing system solutions to enhance payroll efficiency, establishing administrative policies, and maintaining accurate payroll general ledger accounts and historical records. Additionally, they coordinate with various stakeholders to provide solutions and resolve conflicts, ensuring smooth operational processes.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and administers the payroll process for the Authority.
- Researches and advises Finance, Human Resources and senior management on legal payroll compliance issues.
- Interprets and communicates applicable regulations, requirements, and procedures; represents the Authority and the payroll section at meetings, functions, and events.
- Maintains compliance with rules and regulations with federal and state agencies. Acts as a liaison to coordinate with external agencies and departments within the Authority to ensure efficient communication and services.
- Formulates, implements, and maintains complex system solutions and procedures to improve the operational efficiency and effectiveness of the payroll process.
- Establishes and maintains payroll general ledger accounts through analysis and reconciliation.
- Maintain historical payroll records for the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Four (4) years experience in accounting, finance or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in public sector payroll processing, taxation and reporting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers Compensation laws.
- Knowledge of accounting principles, particularly as they relate to payroll and financial reporting.

- Knowledge of payroll software and systems (e.g., ADP, Paychex, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism**.**

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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PLANNING & DEVELOPMENT INTERN

GENERAL DESCRIPTION

Under the general direction of the BIM/CAD Manager, the Planning & Development Intern is responsible for supporting the Authority's development of the utility atlas. These duties include digitizing Geographic Information System (GIS) maps, entering metadata to feature layers, and verifying the location and accuracy of utilities in maps using ArcGIS Pro and/or ArcGIS online software. The intern performs tasks such as digitalization of points, lines and polygons, and entering construction document information into GIS feature layers, overlaying construction documents and GIS data for the location of features assessment, etc.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Works with the Computer-Aided Design (CAD) and GIS team.
- Supports CAD-GIS duties related to the development of the utilities atlas.
- Reads construction documents and extract information to feature layers.
- QA/QC utilities disciplines.
- Works with diverse staff in working groups focused on CAD and GIS.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.

- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Currently enrolled in an accredited college or university environmental sciences (GIS), engineering architecture (CAD), or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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POLICE CAPTAIN

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety & Security, the Police Captain is responsible for directing and supervising the operational activities of the Public Safety and Security Department. This position oversees a team of police officers, ensuring compliance with federal, state, and local laws as well as Authority regulations. The Police Captain plays a crucial role in managing law enforcement operations, conducting investigations, and maintaining public safety, while also serving as a key liaison with external agencies and stakeholders. Strong leadership, quick decision-making abilities, and a commitment to maintaining safety and security are essential for success in this role.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and manages subordinate staff on assigned shifts by scheduling, assigning duties, reviewing work, and providing training and performance evaluations.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and evaluates investigative reports for accuracy and completeness, taking command of complex investigations when necessary.
- Advises personnel on changes in laws, regulations, and policies, ensuring all team members are informed and compliant.
- Assists in formulating departmental policies and procedures, contributing to the continuous improvement of operational practices.
- Conducts periodic project status meetings with staff to discuss operational issues, performance, and resource needs related to traffic management.
- Communicates regularly with the Chief of Police to provide updates on unit operations, challenges, and future needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.

- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.
- Experience as a lieutenant or higher rank in a municipal, county or special district police department.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Criminal Justice, Law, or other related field.
- Special consideration will be given to graduates of the Federal Bureau of Investigations National Academy, Southern Police Institute, or similar executive command academy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.

- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE CORPORAL

GENERAL DESCRIPTION

Under the general direction of the Police Lieutenant, the Police Corporal performs law enforcement duties to protect Authority property, facilities, personnel, and the general public at Tampa International Airport. This position involves supervising and mentoring subordinate personnel, enforcing Authority regulations as well as federal, state, and local laws. The Corporal is responsible for conducting investigations, addressing a range of incidents, including disturbances, traffic accidents, and emergencies, offering assistance and documenting related reports. This role demands a deep commitment to public safety, exceptional communication skills, and the capacity to maintain composure under pressure, all while ensuring adherence to legal and operational protocols..

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.

- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Assists superior officers in evaluating and assigning officers to patrol areas.
- Plans, organizes, and supervises the work of others as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience as a Law Enforcement Officer.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Law, or a related field.
- Previous supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures.
- Knowledge of civil and criminal laws, police and Aviation Authority rules, regulations, and standard operating procedures.
- Knowledge of traffic accident control measures and investigation methods and techniques.
- Skill in the use and care of firearms and other law enforcement-related equipment.
- Ability to make effective decisions calmly and quickly in an emergency or hazardous situation.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to follow established procedures and pay close attention to detail.
- Ability to work with antagonistic persons or with the public under adverse conditions.
- Ability to safely operate a motor vehicle.
- Ability to use a computer and related software.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging

- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE LIEUTENANT

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Police Lieutenant performs managerial duties related to the operational activities of the Public Safety and Security Department. This position is responsible for supervising and guiding a team of police officers, ensuring the enforcement of federal, state, and local laws as well as Authority regulations. The Police Lieutenant coordinates patrol assignments, manages investigations, and provides training and support to staff while acting as a key liaison between the department and external agencies. The role requires strong leadership skills, quick decision-making abilities, and a commitment to maintaining public safety and security at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.

- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and manages subordinate staff on assigned shifts by scheduling, assigning duties, reviewing work, and providing training and performance evaluations.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and evaluates investigative reports for accuracy and completeness, taking command of complex investigations when necessary.
- Advises personnel on changes in laws, regulations, and policies, ensuring all team members are informed and compliant.
- Assists in formulating departmental policies and procedures, contributing to the continuous improvement of operational practices.
- Conducts periodic project status meetings with staff to discuss operational issues, performance, and resource needs related to traffic management.
- Communicates regularly with the Chief of Police to provide updates on unit operations, challenges, and future needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.
- Two (2) years continuous service at the rank of sergeant with the Tampa International Airport Police.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE OFFICER

GENERAL DESCRIPTION

Under the general direction of a Police Sergeant, the Police Officer performs law enforcement duties to protect Authority property, facilities, personnel, and the general public at Tampa International Airport. This role involves enforcing Authority regulations as well as federal, state, and local laws. The Police Officer addresses a range of incidents, including disturbances, traffic accidents, and emergencies, offering assistance and documenting related reports. This role demands a deep commitment to public safety, exceptional communication skills, and the capacity to maintain composure under pressure, all while ensuring adherence to legal and operational protocols..

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.

- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years verified work experience
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Criminal Justice, Law, or related field.
- Two (2) years experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging

- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE SERGEANT

GENERAL DESCRIPTION

Under the general direction of a Police Lieutenant, the Police Sergeant performs supervisory duties related to the operational activities of a squad of airport police officers at Tampa International Airport. This role involves enforcing Authority regulations as well as federal, state, and local laws, while overseeing the activities of uniformed officers. The Police Sergeant is responsible for reviewing reports for accuracy, inspecting equipment and personnel appearance, and taking charge of major criminal investigations until relieved by a superior officer. This position requires strong leadership skills and the ability to make quick decisions in high-pressure situations to ensure the safety and security of the airport community.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.

- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and assign duties to a squad of uniformed officers, ensuring that tasks are executed efficiently and effectively.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and assesses reports submitted by subordinate personnel for accuracy and completeness, providing feedback and guidance as necessary.
- Conducts facility inspections to identify safety hazards and compliance issues, ensuring a secure environment for staff and the public.
- Takes charge of major criminal investigations, coordinating efforts until relieved by a superior officer, and ensuring thorough documentation of findings.
- Attends and participates in meetings, providing input on operational issues and collaborating with other departments on safety and security initiatives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.

- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Law, or related field.
- Continuous service at the rank of corporal with the Tampa International Airport Police.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Knowledge of court procedures.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.

- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROCUREMENT AGENT

GENERAL DESCRIPTION

Under the general direction of a Senior Manager in Procurement, the Procurement Agent is responsible for managing procurement activities and contractual projects across various categories, including commodities, professional services, construction, and information technology. This role involves conducting research and developing documents necessary for procuring goods and services through various solicitation methods such as competitive solicitations, government cooperatives, sole source, standardization, and quotes. The Procurement Agent also develops and negotiates contracts, reviews requisitions, and processes purchase orders, ensuring compliance with established standards.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs research and document development to procure goods and/or services utilizing competitive solicitations such as Invitation to Bid (ITB), Reverse Auction (RA), Request for Proposal (RFP), Invitation to Negotiate (ITN) and Request for Qualifications (RFQ), sole source, government cooperative contracts, standardization, and Invitation to Quote (ITQ).
- Analyzes cost proposals and financial data and prepares detailed management reports.
- Negotiates and develops contracts and ITB, RA, RFP, ITN, and RFQ solicitation documents,, as well as coordinates and facilitates the ITB, RA, RFP, ITN, and RFQ through governing Board of approval.
- Reviews and processes requisitions, purchase orders and purchasing card payments.
- Analyzes contract terms and conditions and develops and processes change orders, amendments, and renewals, as needed.
- Utilizes contract administration software program and Enterprise Resource Planning (ERP) system.
- Analyzes cost proposals, financial data and prepares detailed management reports.
- Prepares Board documents.
- Coordinates and oversees all meetings related to solicitations.
- Facilitates the bid and technical evaluation processes.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Management, Public Administration or related field.
- Two (2) years experience in formal contracting and procurement of goods/services.
- Or equivalent combination of education, training, and experience.
- Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) within 18 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional in Supply Management (CPSM).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Experience utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROCUREMENT PROGRAMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Non-Capital Programs & Materials Management, the Procurement Programs Manager is responsible for overseeing operational processes, contract compliance, and supplier relationship management within the procurement department. This role involves developing and managing a Supplier Relationship Management program, tracking supplier performance, and ensuring adherence to contract compliance. The position also oversees the Purchasing Card Program, focusing on improving efficiencies and providing training to both internal and external stakeholders.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Supplier Relationship Management and Contract Compliance:

- Develop, implement, and manage a Supplier Relationship Management and contract compliance program.
- Create and manage processes for tracking supplier performance and ensuring contract compliance.
- Provide training to internal and external stakeholders on contract compliance procedures.
- Address supplier non-compliance issues in collaboration with internal stakeholders.
- Regularly audits and reviews the contracts database to ensure that the files are accurate and complete.

Purchasing Card Program

- Oversee the Purchasing Card Program including, but not limited to, improving program efficiencies, corporate account liaison, managing PCard accounts, Program training, Program compliance, new product analysis and implementation, process development, and annual review of S410.25 Procurement - Purchasing Cards.

Procurement Process Improvement:

- Analyze areas for efficiency improvements, such as ePayment and eCommerce solutions.
- Maximize supplier discounts and rebates.
- Facilitate onboarding of new team members and departments.
- Manage relationships with suppliers to enhance efficiency.
- Research and implement industry best practices by participating in procurement award applications.
- Pursue recognition through awards such as the FAPPO Award of Excellence and the NIGP Procurement Agency Excellence Award.
- Ensure adherence to quality standards through accreditation processes.
- Provide guidance and direction to Procurement leadership on new initiatives.
- Support the implementation of sustainability and green procurement initiatives.
- Undertake special projects assigned by management.
- Manages updates to the Procurement Department's internet pages and intranet pages.

Procurement Training Development:

- Develop internal and external training opportunities, including face-to-face, online, written guides, and virtual training sessions.
- Ensure training materials align with professional standards and organizational goals.

Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Public Administration, or related field.
- Four (4) years experience in contract compliance, program development, or in the public (government) or private sectors.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional Public Buyer (CPPB).
- Certified Public Procurement Officer (CPPO).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Project Management Professional (PMP) and/or Certified Associate in Project Management (CAPM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of supplier management practices to optimize resources and enhance procurement efficiency.
- Awareness of current trends, benchmarks, and best practices in procurement and supply chain management.
- Knowledge of adult learning principles and training methodologies for designing and delivering effective procurement training programs.
- Understanding of project management concepts, including planning, execution, and evaluation.
- Strong verbal and written communication skills for conveying complex procurement concepts clearly and effectively to various stakeholders.
- Ability to analyze data, identify trends, and make data-driven decisions to improve procurement processes and performance.
- Skill in identifying procurement challenges, developing creative solutions, and implementing corrective actions.
- Ability to provide direction, guidance, and support to procurement team members and stakeholders.
- Ability to facilitate organizational change and effectively manage transitions within the procurement function.
- Capacity to adapt to changing priorities, requirements, and circumstances in a dynamic procurement environment.
- Ability to pay close attention to detail and ensure accuracy in contract documents, procurement processes, and supplier communications.
- Skill in prioritizing tasks, managing multiple projects simultaneously, and meeting deadlines.
- Commitment to upholding ethical standards and integrity in procurement practices and supplier relationships.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

PROGRAM MANAGER I

GENERAL DESCRIPTION

Reporting to the Senior Manager of PMO, the Program Manager I is responsible for leading and orchestrating complex programs and projects within the enterprise application landscape. This role is critical in driving the successful analysis, development, implementation, and continuous improvement of new and existing enterprise information systems that underpin core business operations. The Program Manager I will work closely with teams, business stakeholders, and vendors to translate strategic objectives into actionable plans. They will oversee program roadmaps, manage intricate timelines, allocate and manage resources effectively across multiple projects, and control program budgets.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

• Develops and manages comprehensive program roadmaps and execution plans for enterprise applications, coordinating requirements, budgets, tasks, dependencies, and resources to ensure strategic alignment.
• Defines program objectives and system requirements that support organizational goals and the enterprise IT strategy.
• Provides leadership and guidance throughout the program lifecycle, supporting planning, problem-solving, decision-making, and team execution.
• Monitors and evaluates program activities, deliverables, and documentation to ensure compliance with departmental and enterprise standards.
• Oversees the preparation and review of specifications, architecture, and documentation to ensure quality, compliance, and effective implementation.
• Develops and manages testing, deployment, and change management plans to enable smooth implementation and adoption of new systems.

• Applies program management methodologies—including Agile, Waterfall, Hybrid, and Scrum to optimize workflows, resource use, and delivery efficiency.
• Identifies and mitigates program risks and dependencies, maintaining schedules, budgets, and quality standards.
• Manages vendor relationships and contract compliance, ensuring milestone achievement and alignment with organizational and ITS strategic plans.
• Establishes and tracks key performance indicators and program metrics using the Program Portfolio Management System (PPMS) to monitor program health and drive continuous improvement.
• Maintains regular and reliable attendance as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Business Management or directly related field.
- Five (5) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Or equivalent combination of education, training, and experience.
- Project Management Professional (PMP) certification
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prosci Change Management Certification
- Scrum Master Certification

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of leadership principles, team-building techniques, employee engagement strategies, and consensus-building.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 25 Ibs
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECT MANAGER I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of PMO, the Project Manager I is responsible for managing and coordinating both technical and business resources involved in the analysis, development, implementation, and documentation of information systems. This role ensures that requested systems, products, or features are delivered effectively to support business operations. The Project Manager I prepares detailed project plans and schedules, oversees the establishment of project objectives and requirements, and ensures alignment with business goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the establishment of project objectives and system development requirements to align with business goals.
- Assigns duties and responsibilities to project team members to facilitate effective project execution.
- Provides leadership and technical guidance to project staff, conducting training and mentoring to enhance team capabilities.
- Monitors project team activities to ensure all products and documentation meet departmental standards and quality expectations.
- Develops and implements plans for testing and implementing systems, ensuring desired outcomes are achieved.
- Evaluates project performance through the review of project phase reports and status updates.
- Manages project budgets and resources to ensure effective allocation and utilization throughout the project.
- Conducts post-project evaluations to assess outcomes and identify lessons learned for future projects.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Three (3) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting over 60 Ibs

- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECT MANAGER II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager PMO, the Project Manager II is responsible for managing and coordinating technical professional resources involved in the analysis, development, coordination, implementation, and documentation of new or existing information systems. The Project Manager II oversees project timelines, resource allocation, and budgets while facilitating effective communication among stakeholders to ensure that project objectives are met and aligned with organizational goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity and alignment with organizational objectives.
- Oversees the formulation of project objectives and system development requirements, ensuring they meet strategic business goals.
- Actively participates in project development as needed, providing technical expertise and leadership to drive project success.
- Provides advanced technical guidance and mentorship to project staff to ensure the successful execution of projects and the development of team capabilities.
- Monitors activities performed by project staff, ensuring that all deliverables and documentation adhere to departmental standards and best practices.
- Prepares and reviews detailed specifications for information systems to guide development, implementation, and integration efforts.
- Develops comprehensive plans for testing and implementing systems and monitors these processes to ensure that desired results are achieved.
- Facilitates work processes for project teams, employing various methodologies such as Waterfall, Agile, and SCRUM to optimize workflow and productivity.
- Conducts regular project status meetings with stakeholders, providing updates and addressing any concerns or changes to project scope or timelines.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Project Management Professional (PMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- E-Business Suite software and technology related project management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECTS AND GRANTS FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Capital Programs, the Projects and Grants Finance Manager oversees project financial administration and third-party grant funding. Manages a team responsible for financial oversight, project payments, and fixed asset management while closely collaborating with the Florida Department of Transportation and the local office of the Federal Aviation Administration on grant billing and closeouts. These efforts ensure effective administrative oversight and regulatory compliance for project finances.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Takes ownership of the capital projects and fixed assets accounting systems, along with the cash management system, serving as the lead expert and change agent to enhance utilization, as necessary.
- Oversees project tracking and independently communicates any deviations from approved budgets, amendments, and change orders to the Board and Development Committee.
- Ensures administrative oversight and compliance with federal and state grant guidelines, including billings, reconciliations, grant close-outs, and reporting.
- Manages compliance with transaction authorities (K-9, LEO, TSA Baggage, and In-Line Baggage) for audit purposes, including billings, reconciliations, and reporting.
- Collaborates closely with the Office for FDOT and the Orlando FAA Airport District Office regarding third-party project grant funding management.
- Processes and files Passenger Facility Charge (PFC) report and application close-outs, ensuring timely publication of the report on the Authority website.
- Reviews all initial and revised capital budgets from other departments for accuracy and approvals before presenting to the Development Committee.
- Prepares final capital budgets for capital projects that are ready for closeout, ensuring alignment with overall financial strategies.
- Provides guidance related to internal and external funding sources for capital budgets, including analysis of eligible costs for grants, PFCs, and bonds.
- Supplies necessary project cost data to Project Directors to ensure all projects remain within budget constraints.

- Manages and produces the Recognized Net Investment schedule and Schedule 6 in the budget, estimating capital improvement project expenditures and funding sources for future years, included in the annual budget publication.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Finance, Accounting, Business/Public Administration or related field.
- Four (4) years experience within a government agency.
- Two (2) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a current Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in aviation sector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport capital budget cycles and the regulations governing federal and state grant programs related to airport operations and facilities.
- Knowledge of Capital Improvement Programs, including various funding sources, project payments, and fixed assets management practices.
- Skill in leadership and team management, fostering a collaborative and productive work environment among financial teams.
- Skill in effective presentation, capable of conveying complex financial information to diverse audiences.
- Ability to manage workloads efficiently within a rapidly changing work environment, adapting to new challenges and priorities.
- Ability to produce and manage critical financial reports.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting
- Continuous typing
- Continuous computer monitoring

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECTS CONTROL SENIOR ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Projects Control Senior Analyst performs project control management functions by reviewing and processing work orders, invoices, and payments, while ensuring that change orders are appropriately processed and updated. This position requires considerable independent judgment and the ability to multitask effectively in a fast-paced environment. Additionally, the individual works with various software applications to identify improvements and optimize processes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews Project and O&M design invoices (40-60 monthly) and enforces compliance with Authority Policy and Procedures.
- Retrieves all design W/MBE forms and saves for packaging.
- Reviews and processes design or project control management functions by reviewing and processing work orders, invoices, and payments, while ensuring that change orders are appropriately processed and updated. Additionally, the role works with various software applications to identify improvements and optimize processes.
- Creates requisitions for workflow approval once the work order is approved.
- Updates Purchase Orders for supplemental work order increases or decreases.
- Creates and maintains files for each Other Transaction Agreements (OTA) assigned. This includes reviewing and maintaining OTA's to determine eligible costs, preparing and submitting for payment invoices for eligible costs, preparing and submitting in Oracle Journal Entries to record payments received, and preparing close-out documents at the end of the OTA term.
- Manages the System for Award Management (SAM) Administration. Responsible for the yearly renewal plus any updates needed or new entities added.
- Processes the In-House Project Labor Allocation for various departments.
- Manages and distributes project reports, including the Continuing Consultant Reconciliation report, to relevant stakeholders.
- Provides first layer of review for project payments, ensuring accuracy and adherence to established protocols.
- Reviews and processes Construction Pay Applications, Notice to Proceeds, Construction Work Orders, Owner Direct Purchase Invoices and In-House Labor Allocation.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Construction Management, Finance, Accounting, or related field.
- Three (3) years experience in business analysis.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Construction Management, Finance, Accounting, or closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of processing project documentation, including compliance with Authority policies and procedures.
- Knowledge of project management theory, techniques, and tools relevant to managing medium-sized construction projects effectively.
- Knowledge of compliance requirements, including certified payroll submissions and change order reviews.

- Ability to effectively coordinate resources, ensuring their optimal utilization to achieve successful project outcomes.
- Ability to analyze risks associated with design projects and assess the future impact of decisions on project timelines and budgets.
- Ability to collect, organize, and analyze data related to design projects, developing logical conclusions and actionable insights.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional stand & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MAINTENANCE PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Maintenance Projects Manager oversees maintenance and construction activities to ensure the proper upkeep of facilities. The Projects Manager supervises both employees and contractors involved in various maintenance and repair activities, such as air conditioning systems, mechanical equipment, and pavement maintenance. Additionally, the manager establishes preventive maintenance programs, reviews contract bids for compliance, and provides technical guidance to subordinates while ensuring a safe working environment. This position is essential for maintaining the integrity and functionality of the Authority's facilities through effective project management and personnel oversight.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manages building maintenance, repair, and installation of various systems, including air conditioning, heating, refrigeration, and mechanical equipment.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the efficient operation of facilities and equipment.
- Monitors and conducts periodic inspections of equipment to ensure compliance with safety standards and proper maintenance practices.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and maintain contract integrity.
- Addresses contract inadequacies by reporting them to management and following up to ensure corrective actions are implemented.
- Creates requisitions for replacement parts and materials, maintaining central stock to facilitate timely completion of maintenance tasks.

- Prepares technical specifications for the acquisition of new equipment to meet operational needs.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Construction Management, Facilities Management, or related field.
- Four (4) years experience in construction, facilities management, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facility Management Professional Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings, mechanical systems, and related infrastructure.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to maintenance and construction activities.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking and sitting up to 6 hours per day.
- Occasional bending & stooping.
- Continuous typing.
- Continuous use of car/ light truck.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

MAINTENANCE PROJECTS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Projects Manager, the Projects Supervisor oversees maintenance and construction activities to ensure the proper upkeep of Authority facilities and related equipment. The role involves overseeing Authority facilities maintenance and repairs, utilizing administrative expertise for resource estimation and task planning, and managing construction projects with a focus on safety and operational efficiency. The Projects Supervisor plays a key role in maintaining a safe and effective work environment, promoting teamwork, and achieving organizational goals.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the activities engaged in the construction, repair, and maintenance of Authority facilities and related equipment.
- Assists with contingency operations to minimize disruptions and impacts on customers during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.
- Supervises, monitors, and inspects projects to ensure compliance with plans, specifications, codes, standards, regulations, and safety requirements.
- Plans job layouts and estimate materials, determining the necessary equipment and tools for maintenance personnel to perform tasks effectively.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of assets.

- Creates requisitions for equipment, tools, and materials to ensure timely procurement for maintenance and construction schedules.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Construction Management, Facilities Management or related field.
- Four (4) years experience in construction, facilities maintenance, or related field.
- Two (2) year of supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facility Management Professional Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings, mechanical systems, and related infrastructure.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to maintenance and construction activities.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking & sitting up to 6 hours per day.
- Frequent lifting up to 20 Ibs.
- Occasional bending, stooping.
- Continuous typing.
- Continuous use of car/light truck.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

MAINTENANCE PROJECTS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician I performs skilled maintenance across various disciplines, including the construction, maintenance, and repair of buildings, equipment, and facilities. The Projects Technician I erects small structures, executing complex alterations, performing repairs on plumbing, electrical systems, and carpentry, as well as painting surfaces and operating power equipment.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Participates in erecting structures and execute alterations as directed by the Projects Supervisor.
- Performs repairs and maintenance on plumbing systems, including water lines and fixtures, ensuring functionality and compliance with standards.
- Conducts repairs and adjustments on electrical systems, including basic wiring and equipment maintenance.
- Executes carpentry work, including repairs to furniture, shelves, doors, and windows, to maintain facility aesthetics and functionality.
- Paints both the interiors and exteriors of buildings to enhance appearance and protect surfaces from wear and tear.
- Operates various power equipment, such as lathes, drill presses, threading machines, air compressors, and gas-operated saws, safely and effectively.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer* reserves *the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- One (1) year experience as a skilled trades worker.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.

- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

MAINTENANCE PROJECTS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician II performs skilled maintenance work across various disciplines with a strong emphasis on electrical tasks related to building construction, maintenance, and repairs across various trades, including plumbing, HVAC, and carpentry. The Projects Technician II oversees the erection of small structures, performing complex alterations, creating electrical drawings for project planning, ensuring compliance with safety standards, and maintaining an adequate stock of building materials for ongoing projects.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees and participates in the erection structures and executes alterations, repairs, and maintenance work across various trades.
- Creates detailed electrical drawings and sketches for project planning and as-built documentation to ensure accuracy and compliance.
- Performs commercial and industrial electrical duties related to remodeling, buildouts, and installations to enhance facility functionality.
- Ensures compliance with the National Electrical Code in all electrical assignments and installations.
- Installs conduit and wiring according to professional standards to ensure safe and effective electrical systems.
- Monitors and inspects work activities to ensure quality standards and compliance with specifications.
- Conducts routine inspections of equipment and systems to identify maintenance needs and ensure optimal performance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer* reserves *the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience as an electrician, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Continuous hearing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

PROJECTS TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician III leads project personnel engaged in maintenance and construction activities to ensure the effective upkeep of airport facilities and equipment. This role involves providing support to the Projects Supervisor with extensive experience in maintaining and repairing airport systems. The Projects Technician III makes informed decisions while prioritizing work across multiple locations, ensuring operational efficiency and safety standards are consistently met.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads the activities of technical trades and maintenance personnel engaged in the construction, repair, and maintenance of airport facilities and related equipment.
- Assists with contingency operations to minimize disruptions and impacts on customers during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to promote an efficient, effective, and safe work environment.
- Monitors, prioritizes and inspects work activities to ensure compliance with plans, specifications, codes, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools to facilitate proper work assignments.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of assets.
- Creates requisitions for equipment, tools, and materials in a timely manner to ensure maintenance and construction schedules are met.
- Provides technical advice and assistance to subordinates, ensuring quality work and adherence to safety protocols.
- Conducts regular inspections of facilities and equipment to identify maintenance needs and ensure compliance with operational standards.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in construction, maintenance, electrical or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

PROPERTY CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Materials Management Manager, the Property Control Specialist is responsible for managing central receiving, distribution and inventory utilized by Authority departments throughout the Airport. This role creates and maintains an inventory of organizational assets and inventory, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and overseeing the disposal of organizational assets.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs receiving and delivery of goods to customers from departments across the Authority, including but not limited to, checking for damage, verifying quantities, and receiving into the Authority's Enterprise Resource Planning (ERP) system.
- Establishes and maintains methods, procedures, and records to account for inventory and equipment purchases using the Authority's ERP system.
- Maintains current records for a wide variety of accountable inventory, equipment, and materials.
- Performs reporting out of the Authority Inventory Management System, including daily, weekly, and monthly reporting, as required.
- Maintains an inventory of parts and equipment on hand.
- Coordinates with property custodians to ensure all property is accounted for.
- Research specifications to assist in determining appropriate inventory to purchase and prepares requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.
- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Initiates forms for the transfer of equipment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in warehousing, and/or property control.
- Or equivalent combination of education, training, and experience.
- Forklift certified or able to become forklift certified within 60 days of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property control and inventory procedures to effectively manage and track organizational assets.
- Knowledge of rules and regulations governing the disposal of surplus property to ensure compliance during transactions.
- Knowledge of purchasing, storekeeping, and property control practices to optimize inventory management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 60 Ibs
- Frequent pushing, pulling & dragging
- Continuous typing
- Frequent use of van/medium-duty truck
- Regular use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC ADMINISTRATIVE SPECIALIST I

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manager, the Public Administrative Specialist I is responsible for performing various administrative duties while supporting the Tampa International Airport Police Department. This position ensures the accurate and efficient completion of assigned tasks, including maintaining databases, processing forms, and generating reports. The specialist assists divisional leaders and professional staff by managing confidential information and responding to requests for assistance. Additionally, this role requires a thorough understanding of departmental policies and procedures to effectively support the operational needs of the Police Department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs various administrative and confidential functions to support divisional managers and professional staff in the Tampa International Airport Police Department.
- Accurately inputs and maintains information in databases, ensuring up-to-date records and processing of forms in compliance with departmental policies.
- Generates and disseminates daily reports while maintaining accurate logs for records data, contributing to effective departmental operations.
- Researches and responds to requests for information and assistance, determining priority status and referring complex inquiries to the divisional manager as necessary.
- Completes weekly and monthly reports, ensuring timely submission and adherence to deadlines.
- Assists with the management of confidential information, ensuring data security and compliance with relevant regulations.
- Collaborates with other team members to streamline administrative processes and improve overall efficiency within the department.
- Transcribes documents and information from various sources accurately, ensuring clarity and correctness in all communications.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma, GED, or valid equivalent.
- Two (2) years experience in administrative or clerical.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- State of Florida Notary Certification.
- Previous administration or clerical experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental policies, procedures, and rules relevant to the Tampa International Airport Police Department, ensuring compliance and effective support.
- Skill in performing complex administrative functions, including maintaining confidentiality and managing sensitive information.
- Knowledge of administrative procedures such as word processing, files and records maintenance, and database management to support operational needs.
- Skill in generating and disseminating reports, including daily, weekly, and monthly documentation, while maintaining accurate logs for records data.

- Ability to research and respond to requests for information, determining priority status and effectively referring complex inquiries as needed.
- Knowledge of the structure and content of the English language, including grammar, composition, and spelling, ensuring clarity and correctness in communications.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC ADMINISTRATIVE SPECIALIST II

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manger, the Public Administrative Specialist II is responsible for performing various complex administrative and financial duties while supporting the Tampa International Airport Police Department. This role ensures the accurate and efficient completion of assigned tasks and maintains updated policies, procedures, and forms. The Administrative Specialist II provides essential administrative and technical support, manages records data, assists with budget accuracy, and coordinates inventory for office supplies and uniforms. Additionally, the position contributes to the training and development for all Administrative Specialists, ensuring a high standard of operational effectiveness within the department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides administrative and technical support for the department to include the developing, maintaining, and implementing of administrative procedures.
- Performs various complex administrative and confidential functions to support divisional managers and professional staff in the Tampa International Airport Police Department.
- Completes daily dissemination of reports and ensures accurate logs for records data.
- Researches and responds to requests for information and determines priority.
- Completes weekly and monthly reports as required.
- Assists divisional manager in maintaining financial accuracy of department budgets.
- Manages inventory and issues uniforms and equipment during onboarding of new public safety & security employees.
- Maintains office supplies and equipment inventory by checking on stock, anticipating future needs and placing orders as necessary.
- Maintains and reconciles purchasing cards as directed by the Authority.
- Collaborates with other team members to streamline administrative processes and improve overall efficiency within the department.
- Generates invoices for extra duty assignments.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Three (3) years experience in administrative and/or clerical functions.
- Notary State of Florida Certification (Must obtain within ninety (90 days) of hire.
- Experience with expense reporting systems.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in administrative and/or clerical in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental policies, procedures, and rules relevant to the Tampa International Airport Police Department, ensuring compliance and effective support.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist managers or other professional staff.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.

- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Ability to multi-task, prioritize, and manage time effectively.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC SAFETY DISPATCH MANAGER

GENERAL DESCRIPTION

Reporting to the Captain of Special Operations, the Public Safety Dispatch Manager oversees the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. This role involves leading a team of dispatchers, developing training programs, and ensuring compliance with Criminal Justice Information Systems (CJIS) standards and regulations. The Public Safety Dispatch Manager is also tasked with planning, budgeting, and coordinating resources to achieve operational objectives while enhancing the efficiency and effectiveness of public safety communications within the airport environment.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensure subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensures effective communication and response protocols for all emergency and operational calls.
- Manages the receipt of emergency 9-1-1 calls for police, fire, and medical services, ensuring swift and appropriate responses within the Tampa International Airport property.
- Establishes and implements administrative policies, procedures, and guidelines to enhance operational efficiency.
- Develops and manages the AOC Training Program to ensure compliance with Criminal Justice Information Systems (CJIS) standards and industry regulations.
- Prepares and monitors the Airport Operations Center's annual budget, controlling expenses and ensuring optimal resource allocation.
- Acts as the primary liaison with the FBI and FDLE for all CJIS-related items, ensuring compliance and facilitating necessary audits and inspections.
- Monitors workflow and data accuracy within the dispatch center, ensuring high-quality service delivery and adherence to established guidelines.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

COMPETENCIES

- **Decision Making**: Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others**: Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating**: Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative**: The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or a related field.
- Five (5) years of experience in law enforcement, emergency operations, or similar experience.
- Two (2) years of supervisory experience.
- Florida Department of Health 9-1-1 PST Certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.

- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities.
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of public safety best practices and procedures.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking.
- Continuous sitting.
- Occasional lifting up to 50 lbs or more.
- Occasional bending, stooping, pushing, pulling & dragging.
- Continuous typing.
- Occasional use of car/light truck.

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Public Safety Dispatcher III

GENERAL DESCRIPTION

Under the general direction of the Public Safety Dispatch Supervisor, the Public Safety Dispatcher III is part of the Airport Police Department that coordinates with AOC operations dispatchers, monitors and dispatches public safety and security activity within the airport and surrounding area 24 hours a day. The position requires enhanced knowledge of the Public Safety Dispatch Center is responsible for assisting and developing new Public Safety Dispatchers as assigned through complex responses as well as answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required. Will serve as a Lead Dispatcher when assigned.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Give continual guidance and instruction to Public Safety Dispatch I personnel to enhance their knowledge.
- Assist the Public Safety Dispatch Supervisor in developing enhanced training.
- Receives incoming 911 emergency and non-emergency calls for assistance, makes inquiries to solicit relevant information, and assesses information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters operations or public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and/or an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.

- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arrival at the emergency location.
- Activates the Authority emergency communications notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operational impacts.
- Responds to requests from the general public and tenants regarding airport operations and public safety issues.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS

- High School Diploma or equivalent.
- Must possess a valid Florida Driver License.
- One (1) year experience in dispatching calls for assistance or performing customer service duties.
- Or equivalent combination of education, training, and experience.
- Must Complete Airport Police Public Safety Dispatch Training Program within 6 months of hire.
- Must have Florida Department of Health 911 Public Safety Telecommunicator Certification within one year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to give direction and guidance to less experienced personnel in a constructive way.
- Assist PSD supervisors in developing enhanced training for unit.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT PUBLIC SAFETY DISPATCH SUPERVISOR

GENERAL DESCRIPTION

Reporting to the Public Safety Dispatch Senior Manager, the Public Safety Dispatch Supervisor is responsible for overseeing daily operations of the Airport Police 24/7 Dispatch Center, which serves as the central point of contact for all emergency and non-emergency calls for the Tampa International Airport Police Department. This position entails managing personnel and coordinating activities related to the Police Dispatch Center and its dispatchers, and ensuring compliance with Criminal Justice Information Systems (CJIS) standards and regulations. The Supervisor serves as a key point of contact for stakeholders, including airlines, regulatory agencies, and airport tenants, facilitating effective communication and collaboration.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Oversees daily operations of the Police Dispatch Center, coordinating and administering assigned programs and resources effectively.
- Provides consultation to customers on matters related to operational areas, addressing inquiries and providing solutions.
- Assists in developing and implementing operational policies and procedures to enhance service delivery.

- Monitors and reports on key performance indicators (KPIs) related to police communications, identifying trends and areas for enhancement.
- Participates in emergency response planning and training, ensuring staff readiness to handle incidents effectively.
- Carries out the job duties of a Public Safety Dispatcher II as needed
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Public Safety, Communications or related field, or equivalent of 6 years Public Safety Dispatch experience.
- Four (4) years experience working as a public safety dispatcher, or related field.
- Two (2) years supervisory experience, or equivalent combination of education, training, and experience.
- Must have Florida Department of Health 911 Public Safety Telecommunicator (PST) Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of public safety and dispatch, best practices, and procedures.
- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Possesses the knowledge, skills, and abilities

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC SAFETY COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Public Safety Compliance Manager is responsible for maintaining the accreditation files for the Department. This role involves ensuring compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA), Commission for Florida Law Enforcement Accreditation (CFA), and Criminal Justice Standards & Training Commission (CJSTC) standards by managing training records, conducting various audits, and preparing analytical reports on crime trends. The Public Safety Compliance Manager supports the department's operational readiness and effectiveness by overseeing equipment inspections, proctoring exams, and assisting in the preparation of operational plans. This position requires a detail-oriented individual committed to upholding public safety standards while fostering positive relationships within the department and the community.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Maintains all departmental training records to ensure compliance with CALEA/CFA and CJSTC standards.
- Conducts various audits including Driver and Vehicle Information Database (DAVID), Lost and Found, evidence, police reports, staffing, payroll, background investigation and other investigative reports.
- Creates analytical reports on crime trends and other reports as directed.
- Proctors entry and promotional exams.
- Prepares and publishes department reports to internal and external sources.
- Assists in the preparation and archiving of operational plans.
- Audits testing/drills of response procedures.
- Ensures vehicles and equipment are maintained in accordance with department standards and guidelines.
- Conducts audits of K9 Transportation Security Administration (TSA) reports and deadlines.
- Inspects department issued equipment.
- Performs initial screening of job applications.
- Produces and reviews analytical reports as directed.
- Performs job task analysis as directed.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration or Criminal Justice or closely related field.
- Five (5) years of management level experience.
- Completed training for CALEA or the Commission for Florida Law Enforcement Accreditation.
- Graduate of a Law Enforcement Academy
- Present or past CJSTC Certification as a law enforcement officer.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Management, Business Administration or Criminal Justice or closely related field.

- Experience managing work groups in a public safety agency and/or experience as a trainer in a public safety agency.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public records law F.S. 119 requirements and Uniform Crime Reporting guidelines.
- Knowledge of policies, procedures, and rules of the Police Department, as well as the Authority.
- Knowledge of CALEA/CFA and CJSTC standards.
- Knowledge law enforcement record management systems.
- Skill in the use of computers, computer-related software or programs, charting, and graphing of data.
- Skill in the interpretation and analysis of law enforcement data.
- Skill in use of DAVID, CJIS and other related Law Enforcement software.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

REAL ESTATE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Commercial Real Estate, the Real Estate Project Manager is responsible for project management duties to meet business, contract and revenue goals. This role manages assigned projects, including planning, budgeting, organizing, conducting negotiations, project analysis, contract writing, interpretation and presentation, and procurement of professional services. The Real Estate Project Manager is responsible for contract management and compliance with regulatory and Authority policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Drafts and prepares aeronautical and non-aeronautical contractual documents, including Lease, Right-of-Entry, Right-of-Use, Site Access Agreements, Easements, License Agreements, Avigation Easements, Letters of Agreement, Amendments, Board Agenda documents and presentation materials.
- Ensures contractual documents and presentations accurately reflect the desired business terms, conditions, and requirements.
- Audits and monitors projects for adherence to regulations, performance and payment requirements.
- Works with external companies and agencies for technical assistance on projects to ensure efficient flow of communications, services and compliance with applicable policies, procedures, and regulations, including the FAA.
- Coordinates easement/license agreements for Master Plan, Non-Master Plan and Capital Improvement Plan (CIP) projects.
- Monitors and prioritizes project schedules and resources to ensure timely and accurate completion of the contracting process.
- Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.
- Monitors and tracks tenants to ensure performance of preventive maintenance and compliance with existing contract terms and conditions.
- Manages the Rent-A-Car agency parking process, including overflow, coordination and preparation of parking locations, quarterly letters of agreement, fire marshal adherence, and tracking for monthly billing.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines
  Teamwork: The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Public or Business Administration, or related field.
- Three (3) years experience in contract writing and program/project management.
- Or an equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of airport operations, with demonstrated emphasis on interactions and relationships between the airport, airlines, and ground handlers.
- Knowledge of real estate development.
- Knowledge or project management principles and methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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RECORDS AND INFORMATION ANALYST I

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Analyst is responsible for the creation and maintenance of the Authority's record management program. The Analyst will manage and implement the system and apply records retention schedules to documents created at the Authority.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides Authority stakeholders training and education on Florida Records Management standards and best practices.
- Develops and enhances the Records Management Program and system in compliance with standards set by the State of Florida.
- Creates and implements comprehensive policies and procedures, ensuring effective management of records throughout the Authority.
- Collaborates with Records and Information Center (RIC) leadership to provide information and guidance on retention standards and best practices for internal staff.
- Audits the quality and accuracy of electronic records within Authority systems, ensuring compliance with established standards and procedures.
- Develops and delivers training sessions on Records Management for Authority Records Custodians on a quarterly basis to enhance their skills and knowledge.
- Responds to inquiries from internal and external customers regarding records management processes, policies, and compliance issues.
- Engages in cross-training activities to ensure adequate backup and continuity of operations within the Records Management team.
- Maintains accurate records and documentation related to the Records Management Program.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in Business Administration, or related field.
- Two (2) years experience in Records Management or related field.
- Or an equivalent combination of education, training and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in Financial Crime Risk Management (FCRM) and/or Compliance Risk Management (CRM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of records management principles, policies, and standards, particularly those set forth by the State of Florida and relevant regulatory agencies.
- Skill in coordinating events and initiatives to promote awareness of records management within the Authority.
- Skill in auditing the quality and accuracy of electronic records within Authority systems to ensure compliance with established standards and procedures.
- Ability to respond promptly and accurately to inquiries from internal and external customers regarding records management processes and compliance issues.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RECORDS AND INFORMATION COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Coordinator is responsible for the day-to-day operational and administrative tasks within the Records and Information Center, responding to requests for public records for the Authority. This position coordinates with the Records and Information Manager and legal on subpoenas, discovery, and requests for documents on a routine basis.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for processing public records, subpoenas, body worn camera (BWC)/closed circuit television (CCTV), and discovery requests received daily; compiles documents within Records Information Center (RIC) systems and coordinates with other departments should additional documentation be required.
- Performs first level redactions on all public records requests.
- Performs second level redactions review process for Police reports and Computer-Aided Dispatch (CAD) reports sent by Records and Information Technician.
- Transfers all board-approved documents to storage system responsible for ensuring all board items are accounted for and contacting departments when records are missing.
- Responds to questions from internal and external customers on matters relating to records requests.
- Maintains timely and accurate up-to-date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.
- Maintains forms used by Authority departments.
- Participates in cross-training to ensure proper backups are in place.
- Assists with the distribution of incoming mail to the Authority; responsible for processing outgoing mail and packages.
- Acts as backup to Records Technician for daily cash receipts.
- Participates in departmental projects assigned.
- Communicates with RIC management and the Records Analyst in the development and/or update of internal procedures for the daily tasks within the RIC office.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years of administrative/clerical experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration, Public Administration, related field.
- Three (3) years of experience in records and information.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state archival guidelines and the ability to research and provide accurate retention standards to internal and external customers.
- Knowledge and familiarity with State of Florida laws governing public records.
- Knowledge of procedures, policies, and rules of department.

- Ability to analyze and document operations and processes and apply knowledge of records management principles and standards.
- Ability to manage basic projects and execute the records management plan.
- Ability to use tact in communicating with others and able to constructively resolve issues in a timely manner.
- Ability to take the initiative and exercise sound judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RECORDS AND INFORMATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Records Compliance, the Records and Information Manager is responsible for managing the Authority's records and information management function and setting goals. The Manager oversees the retention, storage, and disposal of physical and electronic records, as well as supervises mailroom activities for the Authority. This position serves as the Authority's Records Management Liaison Officer (RMLO) and subject matter expert for managing physical and electronic records generated and maintained by the Authority. The Records and Information Manager is responsible for directing people and programs to develop and realize the agency's records and information management vision through strategic and business planning.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the handling of public records requests, ensuring compliance with Public Records Laws and associated regulations.
- Maintains liaison with state archival officials to establish retention and disposal standards and schedules for records, ensuring compliance across the agency.
- Manages the Authority's mailroom operations, including sorting and delivering incoming mail, and preparing outgoing mail and inter-office deliveries.
- Ensures proper logging of packages received and incoming cash and credit card payments into the delivery tracking system.
- Interacts with department records custodians to ensure the proper handling, archiving, and retention of departmental documents.
- Develops and coordinates public records training programs for staff to enhance understanding of compliance and best practices.
- Assesses team activities and recommend process improvements based on national standards and best practices in records management.
- Ensures that confidentiality, privacy, and security controls are in place for protected information by collaborating with Information Technology Services.
- Manages departmental activities by establishing schedules, developing and implementing policies and procedures, and monitoring workflow to ensure efficiency.
- Develops team goals and business plan that aligns with the overall objectives of the records management program and tracks progress against these goals.

- Monitors and manages the budget for the records management program, forecasting staffing, equipment, materials, and supplies needs for efficient operations.
- Stays current with information technology trends, legal standards, and industry practices that impact the planning and implementation of the records management program.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Business Administration, Public Administration, Management, or related field.
- Four (4) years Records Management or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in Financial Crime Risk Management (FCRM) and/or Compliance Risk Management (CRM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of principles, practices, and methods of records management, Florida Statute 119, which include identification, storage, circulation, retention, and disposal of records; strategies, tools, and technologies used to capture, manage, store, preserve and deliver information manually or electronically.
- Ability to work with the Legal Affairs department, coordinating records requirements and providing research in support of Public Records requests in accordance with F.S. 119.
- Knowledge of data structure and information flow to enable one to review, recommend, and revise organizational business policies to achieve compliance with technology, legal, and records requirements.
- Skills in Microsoft Office Suite and record management systems.
- Ability to participate in continuing education, research, networking, and professional and industry organizations to develop, maintain, and advance competencies.
- Ability to manage during periods involving changes in tasks, work environment, or conditions affecting the organization.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RECORDS AND INFORMATION TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Technician is responsible for a variety of administrative tasks within the Records and Information Center (RIC), including the maintenance of filing systems, logs, and records. The position maintains accurate records and ensures compliance with established procedures, ultimately supporting the overall efficiency of the Records and Information Center.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for processing requests for Police Incident Reports and computer-aided dispatch (CAD) reports received daily; compiles requested documentation from RIC systems and coordinates with other departments.
- Performs first level review on all requests for Police Incident Reports and CAD reports and prepares and sends to Records Coordinator for quality control process.
- Prepares files for destruction with the City of Tampa.
- Serves as liaison to the Maintenance department to coordinate deliveries.
- Responsible for the receipt and distribution of incoming mail; responsible for processing outgoing mail and packages.
- Regularly uploads completed and executed documents received from various departments into file system for long-term storage.
- Assists staff and the public as required.
- Responds to inquiries and search files for requested information.
- Maintains timely and accurate up-to-date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.
- Performs other administrative duties such as photocopying, ordering and issuing supplies.
- Processes payments on invoices for courier and shipping services.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- One (1) year of clerical/administrative experience.
- Or an equivalent combination of education, training and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) year experience in public records requests and record keeping.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures, policies, and rules of RIC unit.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill in the use of computers, computer-related software or programs, local networks, databases, and internet search engines.
- Ability to transcribe documents and information from different sources.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RISK MANAGEMENT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Risk and Safety, the Risk Management Specialist is responsible for identifying, assessing, and mitigating risks that may affect the Authority's operations and objectives. This position involves analyzing risk data, developing risk management strategies, and implementing policies to minimize potential losses. The Specialist will also collaborate with various departments to ensure compliance with regulatory requirements. Additionally, the role includes preparing reports on risk assessments and providing training to staff on risk management practices and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and approves certificates of insurance from contractors, subcontractors, vendors, suppliers, and tenants to ensure compliance with contractual insurance requirements, including project closeouts.
- Monitors and tracks certificates of insurance, issues notices of pending expirations to ensure continuous compliance.
- Communicates and follows up with insurance agents, contractors, and vendors to obtain corrected or renewal certificates of insurance as needed.
- Generates compliance and other reports from the certificate of insurance tracking database for management review and decision-making.
- Establishes contractual insurance coverages and limits, including those related to the Authority Tenant Work Permit and General Aviation operations.
- Reviews proposed solicitations, contracts, and agreements to ensure they include acceptable insurance language, coverages, and limits.
- Conducts audits of new contracts to ensure all insurance requirements are monitored and tracked throughout the life of the contract.
- Processes requests for Authority certificates of insurance from third parties, ensuring timely and accurate responses.
- Verifies performance and payment bonds with issuing institutions or banks to ensure compliance with contractual obligations.
- Supports efforts to identify, control, and plan for institutional risks through data collection and analysis related to insurance policies and renewals.

- Participates in facility inspections as necessary to assess compliance with safety and risk management protocols.
- Represents the Enterprise Risk Management (ERM) Department at Pre-Bid Conferences, providing insight on risk management requirements.
- Responds to personal injury and property damage reports, coordinating necessary follow-up actions and documentation.
- Assists with various banking-related functions such as wire transfers, stop payments, and reconciliations to support the financial operations of the Authority.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in PROPworks Property and Revenue Management System or a similar risk management information system.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of risk management principles, practices, and regulatory requirements, including familiarity with insurance coverage types and claims processes.
- Skill in analyzing risk data and preparing detailed reports on findings, trends, and recommendations for management review.
- Skill in using Microsoft Office applications, particularly Excel and Word, for data management, reporting, and correspondence.
- Ability to collaborate with various departments to promote a culture of risk awareness and ensure compliance with risk management policies.
- Skill in project management, allowing for the coordination of multiple tasks and initiatives to achieve organizational objectives effectively.
- Ability to use initiative, think independently, and exercise sound judgment when making decisions related to risk assessment and management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SAFETY MANAGEMENT SYSTEM SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Safety, the Safety Management System Specialist is responsible for assisting with regulatory inspections of both Movement and Non-movement areas, ensuring compliance with safety regulations under Title 14 of the Code of Federal Regulations Part 139. This role involves monitoring hazard reporting systems, maintaining training records and Safety Management System (SMS) communications, and assisting in safety meetings and training initiatives to promote a culture of safety. The Specialist will also assist in risk management assessments, maintain records of safety investigations, and promote SMS objectives across Tampa International Airport (TPA).

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Tack and trend reported hazards using the TPA Safety Management System (SMS).
- Track and trend vehicle and facility damage incidents to ensure proper mitigation measures are in place.
- Attend stakeholder safety meetings to address safety concerns and ensure compliance.
- Participate in Safety Management System Committee meetings to address safety risks and improvements.
- Assist with safety audits and risk assessments to ensure compliance with HCAA SMS.
- Identify risk controls and suggest mitigation strategies for issues identified during risk assessments.
- Assist with incident analysis to determine root causes.
- Monitor and enforce safety infractions, ensuring accountability and adherence to safety policies.
- Assist in investigating safety hazards and incidents, providing accurate record retention.
- Support the development and implementation of the Safety Management System (SMS) with TPA
- Work with cross-functional teams to ensure a cohesive and comprehensive safety strategy.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Associate's Degree in Safety Engineering, Industrial or Environmental Health and Safety, or related field.
- Two (2) years experience in safety compliance
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Certifications ? (need names).
- Safety Management System (SMS) experience.
- FAA regulations experience, specifically FAA Part 139.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local regulations related safety, specifically within the aviation industry.
- Knowledge of Safety Management Systems (SMS) and safety auditing processes.
- Ability to track and trend safety data, identifying hazards.
- Skills in risk assessments and incident analysis.
- Ability to develop safety training programs to various stakeholders and levels of TPA staff.
- Excellent written and oral communication skills, with the ability to provide clear and concise reports.

- Ability to work collaboratively with cross-functional teams to ensure comprehensive safety protocols.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

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The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SECURITY OPERATIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Security Compliance Operations Manager is responsible for the daily oversight of Security Operations compliance. The primary function is to ensure the overall effectiveness of all written security documentation, guaranteeing compliance with relevant airport security policies, procedures, and regulations. This position collaborates with the Authority's Cybersecurity department and liaises with TSA to ensure all TSA cybersecurity requirements are met.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops comprehensive training guides and programs.
- Conducts monthly or as-needed training and outreach programs.
- Confirms compliance standards for security-related recurrent training. Assist in the credentialing process for ID media applicants.
- Adjudicates Criminal History Records Information (CHRI) for applicants.
- Monitors and ensures compliance with Federal regulations, TSA requirements, and the Airport Security Plan.
- Issues Security Violations for compliance-related issues.
- Attends hearings for ID Media suspension or revocation.
- Analyzes violation data and revises training programs.
- Reviews security violations for appropriateness and consistency.
- Acts as the "on-call" Airport Security Coordinator.
- Assists aircraft operators, foreign air carriers, and airport tenants with security-related issues.
- Maintains a system of checklists for audit and inspection criteria.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines**.**
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Four (4) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must complete Airport Security Coordinator training and designation within 30 days of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of security policies, procedures, and guides.
- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of current cybersecurity trends and best practices.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs

- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SECURITY PROJECTS AND ACCESS CONTROL COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Security Projects and Access Control Compliance Manager is responsible for coordinating and leading projects to ensure adherence to all Airport Security Program requirements, TSA regulations, and Security Directives. This role involves monitoring, tracking, and coordinating access control requirements and permissions for all airport employees, contractors, vendors, and tenants, as well as maintaining and updating access levels for existing and new personnel. The duties of this position are mandated by the Transportation Security Administration (TSA) and are critical for national security at airports. Additional responsibilities include conducting performance reviews, advancing security initiatives, providing on-call 24/7 Access Control Support, and regularly assessing and enhancing the overall security program to identify opportunities for improvement.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews and addresses administrative and operational issues related to TSA security mandates, ensuring compliance and operational integrity.
- Manages, coordinates, and directs security-related projects and initiatives across the Authority, including those involving Fixed Based Operators and General Aviation airports.
- Acts as an “on-call” Airport Security Coordinator, providing 24/7 availability to the TSA and responding to urgent security needs.
- Creates, compiles, prepares, and disseminates various reports for airport tenants, airline managers, contractors, staff, FAA, and law enforcement agencies.

- Oversees the financial performance of the Airport Credentialing Office, ensuring effective resource allocation and budget adherence.
- Conducts audits of all tenants' security procedures and records, ensuring compliance with background checks, security training requirements, and credential statuses.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Five (5) years experience in airport operations, airport security, or related field.
- Two (2) years supervisory experience
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Current Airport Security Coordinator designation with at least one (1) year of ASC experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of security policies, procedures, and guides.

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of current cybersecurity trends and best practices.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing.
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR ACCOUNTANT-ACCOUNTS RECEIVABLE

GENERAL DESCRIPTION

Under the general direction of the Accounts Receivable and Revenue Control Finance Manager, the Senior Accountant-Accounts Receivable is responsible for executing a full range of professional accounting duties related to the Accounts Receivable function. This role involves performing accounting tasks and reconciliations associated with collections, invoicing, statistics, and reporting for airport tenants, including airlines, rental cars, and concessionaires. Additionally, this position manages the Reporting Portal, audits report accuracy, assists in the collections process, and maintains correspondence with major tenants to ensure timely financial and statistical data reporting.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes accounting and fiscal data, records and reports for all revenue generating agreements and contracts across the airport, including but not limited to airlines, rental cars, and concessionaires.
- Tracks and reports statistics related to passenger enplanement activity, passenger facility charge reports, concessions gross receipts, etc.
- Prepares revenue invoices for the Authority's active agreements/leases and ensures transactions post to proper fiscal periods and accounts including moving funds across functional business units within assigned department/agency.
- Reviews monthly airlines' statistical reports for accuracy, invoicing, and to identify activity trends.
- Audits report accuracy versus Authority systems to ensure the Authority receives accurate revenue.
- Manages Reporting Portal and coordinates with Authority staff to ensure that the portal reflects active agreements configuration and appropriate financial values to ensure accurate revenue and reporting.
- Assists in the monthly collections process.
- Tracks and reviews remittance of Customer Facility Charge and Passenger Facility Charge reports to ensure compliance.
- Record miscellaneous journal entries for non-invoiced revenue.
- Correspond with all major airport tenants to ensure the accurate and timely reporting of financial, statistical, and sales data.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years of professional accounting experience in aviation, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the organization's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR ACCOUNTANT-GENERAL LEDGER

GENERAL DESCRIPTION

Under the general direction of the Controller, the Senior Accountant-General Ledger is responsible for performing a comprehensive range of professional accounting duties, including preparing complex journal entries and posting transactions to the appropriate accounts. Additionally, the position requires high-level analytical skills to analyze financial reports and forecasts and play a leading role during the year-end financial audit by interacting directly with auditors. Responsibilities include cash management duties, liaising with the Director of Financial Planning and Reporting to improve financial policies and internal controls, and supporting the accounts payable team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepare complex journal entries and post transactions to the appropriate accounts, including inter-fund financial activity across various business units within the assigned department/ agency.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals to ensure accuracy and compliance.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP) and assists in implementing new Governmental Accounting Standards Board (GASB) pronouncements.
- Analyzes financial reports and forecasts using high-level analytical skills and thorough knowledge of accounting principles.
- Supports the month-end and year-end close processes, monitoring operating expenses for completeness before closing monthly profit and loss statements.
- Acts as a lead during the year-end financial audit process, interacting directly with auditors and supplying Prepared by Client (PBC) data requests.
- Performs cash management duties, including bank reconciliations, book transfers, and downloading electronic statements, while assisting with uploading payroll and accounts payable data files to the bank.
- Provides support to the accounts payable team regarding PCard transactions, adjusting invoice cost distributions, and ACH transaction assistance.
- Ensures the integrity of financial data by performing regular reviews and reconciliations of accounts.
- Participates in the development of financial strategies and contribute to the overall financial planning efforts of the organization.

- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the Authority's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or extension
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR ACCOUNTS PAYABLE SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Accounting Manager, the Senior Accounts Payable Specialist is responsible for performing accounting tasks that involve reviewing, processing, and maintaining complex financial records within the General Ledger and associated sub-ledgers. This role requires independent judgment to research and reconcile discrepancies while ensuring compliance with established accounting standards and policies. The Senior Accounts Payable Specialist may also engage in significant vendor or client interactions and is expected to work collaboratively with a professional accountant, potentially training or providing procedural guidance to colleagues.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversee the full-cycle accounts payable function, ensuring accurate invoice review, coding, approval workflow management, and timely disbursement in accordance with internal controls and organizational policies.
- Serves as the subject matter expert for accounts payable operations, providing guidance to departments on invoice processing, purchasing compliance, and payment procedures.
- Reviews and analyzes vendor invoices and payment activity for accuracy, proper authorization, and compliance, identifying discrepancies and proactively resolving issues.
- Prepares audit schedules and supporting documentation for internal and external audits, serving as a primary point of contact for accounts payable inquiries.
- Leads continuous improvement initiatives within the AP function, including automation enhancements, workflow optimization, and implementation of accounting system upgrades.
- Develops and maintains comprehensive documentation of AP policies and procedures, ensuring consistency, compliance, and cross-training capability.
- Provides training and mentorship to junior staff or departmental users on invoice processing and system best practices.
- Maintains organized and secure financial records, ensuring audit readiness and adherence to document retention policies.

Regular and reliable attendance is required as an essential function of the position. ***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.***

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business, or related field.
- Five (5) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety and Security, the Senior Administrative Assistant is responsible for providing comprehensive administrative and secretarial support to facilitate the efficient operation of the department. The Senior Administrative Assistant also leads administrative staff, ensuring accurate and timely completion of tasks while implementing improvements to internal workflows and administrative policies. Additionally, the position makes recommendations on budgetary matters and serves as a liaison between the Vice President and various stakeholders, including high-ranking officials and community groups. The Senior Administrative Assistant plays a critical role in maintaining organizational effectiveness and supporting the overall mission of the department.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently perform a variety of paraprofessional administrative, secretarial, and confidential functions supporting the VP.
- Make travel and lodging arrangements and complete travel reimbursement documentation efficiently.
- Initiate and schedule appointments, reserve venues, coordinate attendees, and assemble necessary materials for meetings.
- Review outgoing correspondence for consistency, compliance with administrative policies, and accuracy in formatting and grammar.
- Initiate and compose agendas, minutes, memos, spreadsheets, logs, invoices, and reports for the director or agency head's approval.
- Interpret, recommend, and implement improvements to administrative policies and internal workflow procedures.
- Determine priority status for incoming correspondence and requests, ensuring urgent matters are addressed promptly.
- Ensure requests for action or information are completed or referred to appropriate personnel in the director's absence.
- Process, coordinate, and adjust payroll, timekeeping, schedules, and leave requests for the department.
- Serve as a liaison for the director or agency head, disseminating directives and following up on time-sensitive items within the department.

- Attend meetings with customers, special interest groups, and high-ranking officials on behalf of the director or agency head to represent the department effectively.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration, or related field.
- Three (3) years experience in administrative/secretarial functions.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, precedents, regulations, executive orders, and rules relevant to the department.
- Knowledge of executive administration practices, including word processing, file management, transcription, and form design.
- Knowledge of customer service principles and processes, including assessing needs and evaluating satisfaction levels.
- Skill in managing time efficiently for oneself and coordinating the time of others effectively.

- Skill in using logic and reasoning to identify complex problems and evaluate various solutions or approaches.
- Ability to exercise discretion and independent judgment when evaluating information and making decisions.
- Ability to transcribe documents and information accurately from various sources.
- Ability to prepare and maintain detailed reports and records of activities and correspondence.
- Ability to adapt to changing priorities and manage multiple tasks in a dynamic work environment.
- Skill in utilizing various software applications to enhance productivity and streamline administrative processes.
- Knowledge of basic financial management principles, including budget tracking and expense reporting.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR AUDITOR

GENERAL DESCRIPTION

Under the general direction of the Audit Manager, the Senior Auditor plays a crucial role in assisting the Authority in achieving its mission by delivering risk-based and objective assurance, advice, and insights. This position involves conducting professional assurance and consulting engagements, encompassing all planning phases, fieldwork, and reporting. The Senior Auditor is responsible for developing audit objectives, programs, and the appropriate scope and procedures necessary to fulfill the annual audit plan. As a key member of the Internal Audit team, the auditor collaborates with various departments and commercial entities to identify risks, provide valuable recommendations, and drive positive organizational change.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans and executes assurance and consulting engagements, focusing on departmental processes, gross receipts from concessionaires, and expenditures of contractors and vendors.
- Assigns tasks and oversees the work of staff and intern-level auditors involved in various audit engagements.
- Obtains and reviews evidence to ensure that engagement conclusions are well-documented and supported by thorough analysis.
- Identifies and communicates issues raised during audits, offering relevant recommendations to mitigate risks and enhance business processes.
- Prepares and reviews engagement reports and analyses for completeness and compliance with objectives, professional auditing standards, and departmental procedures.
- Represents the Internal Audit department in external meetings and conferences, sharing insights and maintaining professional relationships.
- Assists in the development and implementation of internal audit strategies and objectives.
- Provides mentorship and guidance to junior auditors, fostering their professional growth and development.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, or related field.
- Three (3) years of experience as a professional auditor.
- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- Or equivalent combination of education, training, and experience.
- If not currently a Certified Internal Auditor, will be expected to become certified by the end of the second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.

- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Knowledge of federal, state, and local laws, ordinances, rules, and regulations pertaining to fiscal management of government agencies, especially those funded by federal grants.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Ability to proactively research business best practice concepts to apply as appropriate.
- Skill in handling competing priorities to meet deadlines and commitments.
- Intermediate to advanced skills in the Microsoft Office Suite.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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SENIOR BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Senior Business Analyst is responsible for translating the terms and conditions of revenue contracts into a framework that populates the lease management and billing database to generate accurate invoices. The analyst performs advanced technical duties, focusing on the analysis and development of improved managerial policies, practices, and procedures. Additionally, this position entails providing expert guidance and coordination to various departments and agencies by evaluating organizational structures and existing programs and identifying areas for corrective action and operational improvement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the billing rule function for the Real Estate Department by translating revenue contract terms and conditions into an invoicing framework.
- Supports revenue contract managers in ensuring compliance with contractual obligations and maintaining up-to-date billing information.
- Independently track contract expiration dates, renewals, and amendments, facilitating regular reporting meetings to ensure adherence to board-approved terms.
- Collaborates with the billing team to ensure effective communication regarding contract changes and updates.
- Serves as the primary contact for changes or software updates related to the lease management database and other departmental tools.
- Organizes and utilizes complex contract terms to coordinate the department's annual revenue budget forecast.
- Functions as project coordinator for major management system review projects, including work measurement studies and operational audits.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge
- **Problem Solving;** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or a related field.
- Three (3) years of experience in developing, implementing, and evaluating business methods and procedures.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management principles, practices, and procedures relevant to the real estate industry.
- Knowledge of analysis and research techniques, methods, and procedures applicable to complex organizational structures.
- Knowledge of contract terms and conditions relevant to revenue generation and billing processes in real estate.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day

- Continuous typing

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SENIOR CONSTRUCTION INSPECTOR

GENERAL DESCRIPTION

Under the general direction of a Senior Construction Project Manager, the Senior Construction Inspector performs as a lead worker inspecting construction projects for compliance with construction plans, specifications, and monitors course of corrective action to bring them into compliance. This position is involved with quality control, safety, impact analysis, risk management and general field oversight. The Senior Construction Inspector coordinates construction activity between other departments, concessionaires, utility companies, and the general public.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and acts on administrative and operational problems to ensure construction projects are completed on schedule.
- Reviews building construction plans and specifications. Inspects the construction for compliance which could include the installation of, structural systems, architectural, Mechanical, Electrical, Plumbing and Fire protection (MEPF) systems, civil, and Furniture, Fixtures, and Equipment (FF&E).
- Documents the day-to-day job site activities including OSHA safety compliance
- Communicates issues, events, performance, and progress daily to the Project Manager
- Establishes effective working relationships with contractors, designers, and Authority team members.
- Assist in evaluating construction schedules.
- Participates in safety meetings.
- Participates in weekly Owner, Architect, Contractor meetings.
- Complete daily reports.
- Participates in closeout and punch list.
- Ensures adequacy of construction, safety, and compliance with approved plans, specifications, and submittals and when applicable determines course of corrective action to bring them into compliance.
- Reads and interprets blueprints, specifications, Request for Information (RFI)s, Architect's Supplemental Instruction (ASI)s, Electronically Stored Information (ESI) and test results.
- Enforces compliance with plans, specifications, codes, and regulations through discussions with contractors.

- Attends preconstruction conferences with contractors to review plans, specifications, drawings, and proposed methods of implementing the work.
- Communicates to Project Management any concerns with contractors and construction with regards to deficiencies or compliance of contract documents.
- Oversees construction activities to guarantee the safety of the public, employees, and workers while simultaneously safeguarding the Authority's assets throughout the project lifecycle.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years of professional experience in building construction or similar industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building construction, mechanical, electrical, gas, and plumbing system construction.
- Knowledge of building inspection methods and procedures.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Skill in leveraging exceptional interpersonal and communication abilities to effectively collaborate with contractors, stakeholders and team members.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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SENIOR CONSTRUCTION PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Construction, the Senior Construction Project Manager is responsible for managerial and administrative work in planning, organizing, directing, and executing new Construction. This position is involved in all aspects of construction including coordination, quality control, safety, scheduling, risk management, cost control, change management, dispute resolution, and are also involved in the design of projects. This position recommends recovery schedules, value engineering of design elements, and evaluates the overall risk of the project and work with fellow team members in improving safety. The Senior Construction Project Manager interacts with the Authority's consultants, engineers, parking & retail vendors, Operations, FAA, Maintenance, City of Tampa, and other agencies in representing the Authority's interest.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and directs construction and improvement projects for the Authority.
- Develops and implements a comprehensive compliance framework to track and monitor both State and Federal programs, ensuring all construction projects adhere to regulatory standards and organizational policies while mitigating risks throughout the project lifecycle.
- Oversees the contractors pay application approval process and negotiate contractor's Schedule of Values.
- Provides leadership for the airport's construction program and provide guidance for the day-to-day operations, administration, and decision making.
- Develops and implements new policies and programs needed to track and monitor contract adherence.
- Works with project inspectors as required ensuring contract compliance and continuity.
- Coordinates and notify tenants and fellow departments as needed when services are being impacted or interrupted.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Four (4) years experience in construction administration, construction management, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Project Management certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.

- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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SENIOR EXECUTIVE ADMINITRATIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

GENERAL DESCRIPTION

Under the direction of the Chief Executive Officer (CEO), the Senior Executive Administrative Assistant serves as a trusted partner, providing high-level administrative and operational support to ensure the CEO can function at peak efficiency. This role is critical in managing the flow of information, prioritizing complex schedules and requests, and exercising sound judgment in handling sensitive matters and competing priorities.

Acting as a key liaison, the Executive Assistant engages regularly with the Executive Team, Leadership Team, Board members, internal staff, and external stakeholders, facilitating seamless communication and coordination. With a proactive and anticipatory approach, this position ensures that the CEO's time and attention remain focused on high-impact initiatives and strategic objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the CEO's schedule for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Works closely with the COO and Vice President of Marketing, Communications, and Strategy to advance and support the execution of CEO-driven initiatives.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the CEO's office to staff and other leadership team members.
- Develops and manages the CEO departmental budget, including forecasting, tracking, and ensuring alignment with organizational priorities and fiscal policies.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Serves as a liaison to the vertical's Leadership Team, facilitating communication between the CEO and their direct reports.
- Facilitate meaningful engagement between the CEO and key external community leaders, ensuring strategic relationship-building and alignment with organizational priorities

- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently.
- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Business Administration, Public Administration, or related field.
- Five (5) years experience supporting executive level position
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelors Degree in Business Administration, Public Administration, or related field
- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 8 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR FINANCIAL PLANNING & TREASURY ACCOUNTANT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Financial Planning & Analysis, the Senior Financial Planning & Treasury Accountant plays a critical role in the Authority's financial stewardship. This position is responsible for overseeing and forecasting capital expenditure cash flows, identifying opportunities to maximize investment returns on available funds, and contributing to the overall liquidity strategy. Key responsibilities include performing detailed monthly Master Plan reconciliations, supporting the design and enhancement of the internal project Funding Source Application, and preparing comprehensive multi-year cash flow projections for all Authority funds. The Senior Financial Planning & Treasury Accountant also provides essential support in managing the Authority's debt portfolio by ensuring ongoing compliance with debt covenants, meeting all regulatory and disclosure requirements, and supporting long-term financing strategies. Additionally, this role monitors daily cash activity, bank balances, and fund positions to ensure accuracy, safeguard assets, and maintain optimal cash availability for operational and capital needs.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs monthly Master Plan Reconciliations - Actuals and Commitments.
- Prepares multi-year cash flow projections for all Authority funds and makes recommendations regarding the length and timing of investment maturities.
- Monitors and reconciles daily cash flows, bank balances, and fund balances to ensure accurate financial reporting.
- Summarizes monthly project expenditures by funding source to provide insights into financial performance.
- Maintains current information on treasury portfolio holdings and actively monitors securities to ensure alignment with investment strategies.
- Performs complex governmental inter-fund accounting journal entries to reconcile project funds and maintain financial integrity.
- Reports on investment fund activity and performance, providing detailed analyses to inform decision-making.

- Executes investment trades by completing transactions and communicating effectively with brokers and safekeeping banks.
- Initiates first-of-the-month operating and debt service fund transfers to ensure liquidity and operational efficiency.
- Projects cash liquidity needs to ensure that daily disbursements and construction obligations are met without disruption.
- Provide collaborative support to Finance team members, contributing expertise to strengthen overall team capabilities.
- Conducts in-depth analysis of capital expenditure cash flows to identify trends, risks, and opportunities that inform investment and liquidity management decisions.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years of professional accounting experience in aviation or municipal financial analysis, budgeting, treasury or investments.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the organization's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & climbing
- Frequent typing

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SENIOR FINANCIAL PLANNING ANALYST

GENERAL DESCRIPTION

Under the general direction of the Financial Planning Manager, the Senior Financial Planning Analyst serves as a key contributor to the Authority's long-term financial strategy and decision-making. This role leads the development of data-driven forecasts, performance analyses, and budget insights that guide the efficient use of public resources. The position requires strong analytical, technical, and project management skills to optimize financial systems, enhance reporting accuracy, and support strategic initiatives across the organization. This is an opportunity to apply financial expertise in service to the community, advancing the Authority's mission of operational excellence and fiscal stewardship.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead the development of data-driven financial forecasts, dashboards, and performance metrics that support strategic decisions across the Authority's operating divisions and capital projects.
- Partner with internal stakeholders to enhance transparency and accountability through financial modeling, variance analysis, and long-range planning that reflect the Authority's commitment to community service and fiscal stewardship.
- Serve as a key liaison between Finance, IT, and operational teams to streamline reporting processes using tools such as Power BI, Excel, and ERP systems (Oracle).
- Support capital planning and funding strategies for major infrastructure and development projects, aligning financial insights with community impact and growth.
- Drive process improvement initiatives that modernize financial management practices, leveraging analytical rigor and project management skills to strengthen efficiency and trust in public resources.
- Provides comprehensive support to the Financial Planning Manager and FP&A team in carrying out additional responsibilities and special projects as assigned.
- Conducts forecast variance analysis and communicate variance drivers to finance leadership.
- Participates in the overall development of the annual operating expense, revenue, and passenger budget
- Contributes to monthly forecast submissions to Finance.
- Generates insights from financial analyses, interprets data, and communicates key takeaways.
- Supports departments with monthly revenue and expense projections through the Enterprise Planning and Budgeting Cloud Service.

- Maintains the cost center and account hierarchy associated with operating expenses in the Enterprise Planning and Budgeting Cloud Service.
- Prepare journal entries and posts transactions, including fund transfers across departments and cost centers.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals related to forecasting
- Provides inputs to the business plan and actual calculations of rates and charges.
- Prepares presentation-ready materials containing financial and operational metrics for staff meetings and business reviews.
- Supports key business initiatives with analytical and modeling assistance.
- Manages the Authority's SkyCenter common-area maintenance calculation and supports Commercial Real Estate Profit & Loss statements.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Finance, Accounting, or related field.
- Three (3) years of accounting and/or finance experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), enterprise business suite software, and the Microsoft suite of software products.
- Knowledge of computerized accounting systems.
- Knowledge of the specific accounting and reporting requirements and the complete accounting cycle of the organization to which assigned.
- Knowledge of budgetary procedures and controls.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to plan, organize, and supervise the work of others.
- Ability to use a computer and related software.
- Ability to recognize, analyze, and solve a variety of problems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Frequent typing

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SENIOR GUEST EXPERIENCE REPRESENTATIVE

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Senior Guest Experience Representative (GER) plays a vital role in providing exceptional customer service in a community-facing environment at Tampa International Airport. This position assists guests, passengers, and tenants by offering wayfinding, educational support, and information about airport facilities and services. The Senior GER also conducts airport tours, monitors safety systems, and actively engages with the public at various events, ensuring a positive experience for all airport users while promoting the Authority's mission and values. The Senior mentors and coaches new Guest Experience Representatives on the proper procedures and customer service requirements for the Authority.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates closely with the Guest Experience Supervisor, on the needs of the section and customer service enhances to heighten the passenger experience.
- Provides direction and assistance to incoming international passengers in the Federal Inspection Station, formulating detailed reports on significant observations for the Aviation Authority staff.
- Follows up on reported operational issues, ensuring timely resolutions and that problems have been corrected effectively.
- Offers information and assistance to airport guests regarding facility usage, available services, local attractions, and flight information.
- Conducts educational walking and bus tours of the airport terminal and airfield for schools, groups, and community organizations, enhancing public knowledge and engagement.
- Monitors escalators, elevators, shuttle cars, and the monorail system for accidents and outages, reporting incidents immediately and taking appropriate action when necessary.
- Responds to emergency situations, taking operational direction from leadership as needed to ensure public safety and effective crisis management.
- Provides VIP tours as necessary, ensuring a personalized and exceptional experience for high-profile guests.

- Represents the Authority at school fairs, festivals, and community events, maintaining a booth or display to provide literature and promotional items.
- Creates and implements training materials for new hires, ensuring they understand the processes and expectations related to guest experience.
- Manages the assignments and operational efficiency of contracted Customer Service Representative staff in the absence of a Guest Experience Supervisor, ensuring quality service delivery.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years customer service experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations, facilities, and community resources to effectively assist passengers and provide accurate information.
- Knowledge of customer service principles and practices, ensuring a high standard of service delivery to all airport users.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing.
- Walking & sitting up to 6 hours per day
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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SENIOR HUMAN RESOURCES ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Human Resources Analyst is responsible for managing a variety of Human Resources (HR) programs and initiatives. This role serves as an analytical point-of-contact for all assigned functional areas of HR and assists subject matter experts with ensuring HRIS data integrity, compensation surveys, job requirements, evaluating job positions, report writing, and analyzing data flows for process improvement opportunities. This role requires agility in balancing multiple responsibilities while maintaining organization and attention to detail. Members in this classification perform complex duties and functions with considerable independence.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates with leadership and HR staff to identify system improvements and enhancements; recommend and implement solutions.
- Performs system maintenance, including assisting in reviewing, testing, and implementing HRMS system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of upgrades or fixes. Maintains HRMS system tables. Documents process and results dictated by authority business rules and procedures.
- Serves as a resource to the HR department regarding HRIS applications and software that organize human resources and personnel records.
- Responsible for creating and analyzing year-end hiring trends, turnover, dashboards, and other relevant data.
- Calculates annual pay raises and other employee recognition items.
- Analyzes and prepares reports on program performance, including website and TV content updates, professional study participation, and benefits analytics and billings, to HR leadership and other stakeholders.
- Prepares and maintains job descriptions for each position, ensuring that descriptions accurately reflect incumbents' work.
- Assists with assessing jobs and their duties to determine classification as exempt or nonexempt and appropriate salary range.
- Benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position, ensuring internal equity.
- Utilizes spreadsheet and data analysis techniques to assess results and market trends.

- Prepares and presents summary reports of job analysis and compensation analysis information.
- Facilitates annual open enrollment strategies with testing and implementing benefit or rate changes.
- Consults and works collaboratively with IT function to develop and administer plans for HRIS applications.
- Conducts system data audits to ensure the accuracy of data entry and verify system functionality.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources or related field.
- Four (4) years experience in a professional human resources role, including some experience in analytics and administration of an human resources information system.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resource laws, regulations, and best practices, ensuring compliance and effective HR management.
- Skill in providing excellent interpersonal and technical support, enhancing employee experience and HR service delivery.
- Skill in organizational and time management, with a proven ability to meet deadlines and manage workload efficiently.
- Skill in Microsoft Office Suite or similar software, facilitating effective communication and reporting.
- Skill in project management with meticulous attention to detail, ensuring successful project execution.
- Skill with HRIS and other relevant software tools, ensuring efficient data management and reporting.
- Skill and ability to foster a positive, inclusive, and engaging workplace culture that promotes employee satisfaction and retention.
- Ability to take initiative and work proactively and independently, driving HR projects and improvements.
- Ability to maintain accurate work-related records and prepare comprehensive reports for stakeholders.
- Ability to collaborate respectfully and effectively in a team environment.
- Ability to analyze data and utilize insights to drive informed decision-making and continuous improvements.
- Ability to be an innovative thinker passionate about creating and implementing new HR strategies that enhance organizational effectiveness.
- Ability and skill to be a collaborative team player with a proactive approach to problem-solving and contribute to a cohesive work environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR HUMAN RESOURCES BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Employee Relations and Talent Acquisition, the Senior Human Resources Business Partner plays a key role in talent acquisition, employee benefits, compliance, and various Human Resources (HR) functions. This role serves as a strategic partner to management, focusing on aligning HR initiatives with business objectives to drive organizational success. This position oversees onboarding and offboarding processes, maintains personnel records, and leverages HRIS systems for data management and reporting. With a focus on fostering a positive workplace culture, this role guides and supports leadership on HR-related issues and best practices.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the highest level of service is provided to all applicants, candidates, hiring managers, and employees.
- Provides timely responses to inquiries and follow-up regarding the recruitment process.
- Leads the recruitment process, from job postings to candidate selection, ensuring a diverse and qualified talent pool.
- Conducts interviews and collaborates with hiring managers to assess candidates' qualifications.
- Manages employee benefits programs, including health, retirement, and wellness initiatives.
- Provides benefits information during new employee orientation and one-on-one meetings.
- Supports employees during life events, providing guidance on benefits and resources available.
- Ensures adherence to employment laws and regulations.
- Develops and maintains job classifications and position control documentation to meet organizational needs.
- Manages employee onboarding and off-boarding procedures, including exit interviews and final paperwork.
- Administers leave policies, ensuring compliance with applicable laws and internal procedures.
- Regularly review and coordinate updates on HR procedures and policies to reflect best practices.
- Maintains accurate and confidential personnel records, ensuring compliance with data protection regulations.
- Generates and analyzes HR reports to support decision-making and identify trends.
- Utilizes HRIS systems for data management and reporting, ensuring information accuracy and integrity.
- Collaborates with leadership to develop HR strategies that support business goals.

- Provides guidance and coaching to managers on HR-related issues and best practices.
- Triages incoming HR requests, respond to employee questions and escalates more complex issues to the Senior Manager.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field.
- Three (3) years experience in Human Resources, with a generalist focus on talent acquisition, benefits, and employment compliance.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FMLA, workers' compensation, and leave administration.

- Knowledge of human resource laws, regulations, and best practices.
- Knowledge of HRIS platforms, systems or technologies.
- Skill in effective interpersonal relations and negotiation.
- Skill with organizational, project, and time management, with a proven ability to meet deadlines.
- Skill in Microsoft Office Suite or similar software applications.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to maintain work-related records and prepare reports accurately.
- Ability to analyze data and use insights to drive decision-making and improvements.
- Ability to manage multiple projects simultaneously while adapting to changing priorities.
- Ability to be a collaborative team player with a proactive approach to problem-solving.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR LEGAL ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of an Assistant General Counsel, the Senior Legal Administrator plays a crucial role in the Legal Affairs department by ensuring compliance with legal processes and financial requirements while facilitating smooth departmental operations. The Senior Legal Administrator is responsible for establishing and implementing internal procedures, maintaining a comprehensive filing system, and monitoring expenditures related to outside counsel and agreements.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently provides accurate oral and written communications summarizing assembled information.
- Serves as a liaison between the Legal Affairs department and various stakeholders, including Authority Board members, Authority staff, external attorneys, governmental agencies, and the traveling public.
- Composes and edits correspondence on behalf of the General Counsel and Assistant General Counsel independently.
- Develops and oversees a comprehensive central filing system to ensure efficient record-keeping.
- Sets department goals and objectives and ensures adherence.
- Monitors the status of allocated funds and expenditures to ensure financial compliance.
- Conducts legal and general research as needed.
- Prepares budget requirements for the department.
- Monitors expenditures related to outside counsel and agreements.
- Coordinate meetings with outside counsel and Authority staff relating to current litigation matters.
- Coordinates and prepare agendas for department meetings.
- Drafts agenda titles, summaries, and PowerPoint slides for items to be presented to the Authority Board.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field.
- Four (4) years experience as a paralegal/legal secretary in the areas of real estate, litigation, government law, construction, bankruptcy, contract law or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal terminology and procedures relevant to the operation of a legal department in a public agency.
- Knowledge of budget preparation and financial monitoring processes to ensure compliance with allocated funds.
- Knowledge of document management and record-keeping practices, including maintaining a comprehensive central filing system.
- Knowledge of procurement and expenditure monitoring related to outside counsel and legal agreements.
- Ability to perform executive and legal administrative tasks, including typing, scheduling, filing, and transcribing dictation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 25lbs
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR LOST AND FOUND PROPERTY CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Senior Lost and Found Property Control Coordinator is responsible for the operational administration and coordination of the Authority's Lost and Found Department. This role includes assisting owners of lost items on-site and performing administrative tasks focusing on inventory compliance and documentation. The Senior Coordinator guides and mentors team members as the subject matter expert for the section.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates the day-to-day operations of the Authority's lost and found program, including cataloging items and making every attempt to find their owners.
- Liaises with airport staff, security, airlines, and passengers to facilitate the return of lost items.
- Provides exceptional customer service by responding promptly to inquiries and keeping individuals informed throughout the retrieval process.
- Develops and identifies areas for process enhancement.
- Participates in budget development by providing justification and persuasive arguments for proposals, supplies, and equipment needed for Lost and Found.
- Oversees the dispositioning of unclaimed items after 30 days.
- Generate reports detailing the status of lost items, lost property trends, statistical data, and any improvements needed in the lost and found process.
- Ensures and oversees compliance with Authority and airline policies regarding the handling, storage, and disposal of lost items.
- Follows established procedures for the safekeeping and eventual disposal of unclaimed items.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years experience leading a property control/intake and return/ lost and found team.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules governing the Lost and Found area to ensure compliance and effective operations.
- Knowledge of data management techniques and inventory control, enabling accurate tracking and cataloging of lost items.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Pushing, pulling and/or dragging, bending, stooping & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF ENTERPRISE NETWORK SERVICES

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Services, the Senior Manager Enterprise Network Services is responsible for leading the research and evaluation of emerging trends in the information technology field to assess their potential value and applicability to the organization. This role involves recommending the application of new products and solutions to maximize their value and enhance the Authority's Information Technology (IT) infrastructure. The Senior Manager will prepare comprehensive project plans and schedules, ensuring that all project objectives and system development requirements align with business needs. This position plays a critical role in facilitating successful project execution and strategic planning within the Enterprise Network Services department.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates the Authority's IT infrastructure, regularly looking for new technology to address business needs.
- Recommend ways to apply new products and solutions that maximize their value and improve organizational performance.
- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Actively participates in project development as needed, contributing expertise and oversight to ensure successful outcomes.
- Monitors activities performed by project staff to ensure that all products and documentation meet departmental standards and quality expectations.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships to inform strategic planning.
- Develops plans for testing and implementing systems, monitoring those processes to ensure that desired results are achieved and maintained.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years' experience managing Information Systems projects, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of various information technology methods and equipment to inform strategic decisions.
- Knowledge of information technology systems design and programming, enabling effective oversight of infrastructure projects.

- Knowledge of IT infrastructure components, including servers, storage solutions, networking equipment, and cloud technologies.
- Ability to synthesize project information and establish the appropriate scope, objectives, and deliverables for various projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF AIRFIELD OPERATIONS AND COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Senior Manager of Airfield Operations and Compliance is responsible for leading and ensuring compliance with Federal Aviation Administration (FAA) regulations, specifically Title 14 Code of Federal Regulations (CFR) Part 139, and all associated requirements for the Authority. This role oversees the Airfield Operations Duty Team, manages Part 139 training programs, coordinates airfield construction activities, and implements the Safety Management System (SMS) and Wildlife Hazard Management Programs. The Senior Manager provides leadership, drives innovation in compliance and safety practices, and collaborates with various departments, external agencies, and stakeholders to maintain regulatory compliance.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Establishes, implements, and continuously improves safety processes related to airside operations in accordance with Title 14 CFR Part 139.
- Oversees the Airport SMS requirements in collaboration with the SMS Manager.
- Manages the Wildlife Program Manager and ensures the effective oversight of the TPA Wildlife Hazard Management Plan.
- Ensures compliance with Title 14 CFR Part 139 and permitting requirements for wildlife hazard management programs at TPA.
- Collaborates with airfield safety staff to innovate and streamline compliance processes, setting high industry standards.
- Reviews engineering and construction plans for compliance with Part 139 and evaluates potential operational impacts.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6)years experience in an airport with Federal Aviation Regulation (FAR) Part 139 as listed in the Federal Aviation Administration (FAA) guide.
- Three (3) years supervisory experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations, specifically Title 14 CFR Part 139, and associated airport operations requirements.
- Knowledge of SMS and best practices related to airfield safety and compliance.

- Knowledge of wildlife hazard management principles and practices applicable to airport environments.
- Knowledge of airfield construction coordination processes and project inspection standards.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per shift
- Lifting up to 50 Ibs.
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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SENIOR MANAGER OF AIRPORT CONCESSIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Concessions, the Senior Manager of Airport Concessions is responsible for the administration of leases and contracts to ensure compliance with terms and conditions expressed therein; monitor business partner operations, and assist in developing business and operational recommendations, maintain strong relationships with business partners, and conduct regular site visits. The Senior Manager is also responsible for the oversight of contract management, development and management of procurements, strategic business planning, business partner compliance, conflict management, and the day-to-day management of the relationships between the Authority and business partners.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Builds internal and external relationships to deliver strategic financial goals.
- Works with Concessionaire partners to promote success by reviewing short- and long-term metrics.
- Administers leases and contracts to ensure compliance with areas such as pricing and collections.
- Creates various financial reports including development of pro forma, break-even scenarios, and cost-benefit analysis.
- Prepares presentations to further the Authority's strategic business plan and support new initiatives.
- Researches relevant markets and financial trends to forecast future business activity and assist in developing recommendations.
- Reviews financial performance of related lines of business and assists in preparation of annual department budget.
- Develops and manages procurements as needed.
- Develops and manages policies and procedures for the department.
- Drafts and prepares documents for Authority Board meetings.
- Manages the day-to-day relationship between the Authority and the concession tenants; resolve management, tenant, and customer complaints and conflicts between tenants to ensure excellent customer service.

- Manages events for Airport tenants including training seminars, meetings and special events and assistance with security clearance and badging.
- Ensures business partners submit required reports and payments on time and assists with collection of past due fees.
- Coordinates with other Authority departments and outside agencies as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Six (6) years experience in management involving multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park concessions

management or rental car concessions management, commercial property/shopping center management, or hotel management.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with aviation customer service or concessions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and skill in the use of Microsoft Word, PowerPoint, Excel, and Visio.
- Knowledge and skill in contract management, sales support and financial management.
- Knowledge and a thorough understanding of Concessions Programs.
- Skills and ability to administer and manage contract documents.
- Skilled in using logic, reasoning, and analytics to identify complex problems, evaluate alternative solutions, and develop valuable business insights.
- Skills and the ability to be organized while simultaneously prioritizing tasks.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Continuous typing

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SENIOR MANAGER OF AIRPORT OPERATIONS CENTER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Senior Manager of Airport Operations Center, is responsible for managing the Authority's 24/7/365 operations and communications center which serves as the central point of contact for all calls, including emergency calls. The operations center is responsible for proactive management and leadership of airport systems, customer processing and movement, emergency management, and 911 Public Safety (Police, Fire, EMS) calls and calls relating to all critical airport systems, including elevators, escalators, and shuttles. The Senior Manager position is responsible for managing a staff of managers and a team of 30+ dispatchers on rotating shifts.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages, plans, and provides direction to the Airport Operations Center.
- Coordinates assignments for the Airport Operations Center, assigns staff to ensure adequate coverage, monitors activities to ensure the proper staffing and coordinates backup support for contingency actions.
- Determines funding requirements, develops and manages the Airport Operations Center's annual operating budget, and monitors the status of allocated funds and controls expenses.
- Plans for future needs and benchmarks operational processes against other airports to ensure best practices are always in place.
- Coordinates with internal divisions and external agencies/departments to ensure an efficient flow of communications and services.
- Establishes, Interprets, explains, and ensures compliance with program requirements, regulations, and procedures.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management or a related field.
- Six (6) years of experience managing operations at a large or medium hub airport.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability.
- Part 139 regulatory experience.
- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM).
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF AIRPORT SAFETY

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Safety, the Senior Manager of Airport Safety manages multiple disciplines within the safety realm and will ultimately be responsible for wholistic Airport Safety. This role is a combination of balancing Part 139 regulations and occupational health and safety standards campus wide.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide oversight and strategic direction for incident and exposure management programs, ensuring timely and effective response and resolution.
- Lead the development, review, and implementation of comprehensive safety training programs across the organization, ensuring alignment with best practices and regulatory standards.
- Oversee maintenance of accurate and auditable safety records IAW Part 139 regulations.
- Partner with enterprise risk management to assist in the incident/accident cycle as it pertains to the Return- to-Work program.
- Evaluate and advise on gaps, risks, and enhancement opportunities within the Airport Safety Program, driving program evolution to meet emerging challenges and regulatory changes.
- Build a team of experts who specialize in SMS, OSHA, and construction safety regulations applicable to contractors.
- Direct and approve comprehensive onsite compliance audits, ensuring regulatory adherence and mitigating risk.
- Operate with broad autonomy, independently developing innovative solutions to complex safety challenges while aligning with organizational goals and risk management strategies.
- Lead comprehensive hazard assessments to establish and enforce robust workplace safety standards that proactively prevent occupational illnesses/injuries and asset damage.
- Direct identification, prioritization, and remediation of hazardous conditions, ensuring corrective actions are implemented effectively and verified for sustained safety improvements.
- Lead thorough investigations of work-related incidents and accidents, coordinating data collection, analysis, and reporting in accordance with company policies and federal, state, and local regulations.

- Approve and oversee training for high-risk operations (e.g., confined space, working at heights), ensuring adherence to safety protocols and industry best practices.
- Oversee industrial hygiene programs and implement control measures to safeguard employee health.
- Serve as the organization's primary liaison during Part 139 inspections, facilitating walkthroughs and ensuring timely resolution of identified issues.
- Lead investigations into incidents causing property damage or injury, determining root causes and recommending strategic interventions—including procedural changes or specialized equipment procurement—to prevent recurrence.
- Advise senior leadership in applicable departments on emerging risks or unique safety challenges that could result in significant operational or financial impacts, proactively shaping risk mitigation strategies.
- Schedule, lead, and facilitate safety committee meetings spanning all internal departments and external tenants.
- Direct evaluation of safety program effectiveness, including cost-benefit analyses, to inform strategic resource allocation and program enhancements.
- Establish specifications and lead the procurement process for new or upgraded safety equipment, ensuring alignment with evolving operational needs and industry standards.
- Maintain strategic relationships with local, state, and national safety organizations, leveraging insights and innovations to continuously advance the company's safety initiatives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Risk Management, Aviation Safety, Industrial hygiene, Industrial Safety, or related field.
- Six (6) years aviation safety related experience.
- Three (3) years of supervisory experience.
- Experience in regulatory compliance with federal agencies.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certifications in Risk Manager, OSHA 10/30, or ACE SMS

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance coverage requirements, including property, automobile, liability, and workers' compensation claims, ensuring compliance with regulatory standards.
- Knowledge of risk management principles and practices, including loss prevention strategies and safety compliance requirements such as OSHA and SMS standards.
- Ability to develop, manage and conduct safety training presentations.
- Proficient in Microsoft Word, Excel, Outlook, and Power Point.
- Ability to compile data and generate visual presentations (graphs/charts).
- Considerable knowledge of designing, implementing, and sustaining a Safety Management System.
- Considerable knowledge of loss prevention practices, procedures, and techniques used in varied employment situations and equipment operations.
- Considerable knowledge of standard safety equipment and safe driving methods applicable to varied types of vehicle operations and work areas.
- Knowledge of accident prevention records, statistical measurements of accident frequency, severity.
- Ability to detect hazardous working conditions in varied work environments and equipment operations.

- Ability to supervise and mentor subordinate employees, promoting professional development and maintaining a high standard of performance within the team.
- Ability to develop and implement policies and procedures that guide the Authority's risk management and claims processes effectively.
- Skill in preparing and presenting detailed reports to senior management regarding claims status, risk exposure, and recommendations for improvement.
- Ability to stay current with industry trends, legal changes, and best practices related to risk management and claims processing.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Frequent walking

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF BUSINESS SYSTEMS & PRODUCT STRATEGY

GENERAL DESCRIPTION

Under the general direction of the Director of Software Engineering & PMO, the Senior Manager of Business Systems & Product Strategy is responsible for leading strategic Information Technology (IT) planning, managing vendor and contract relationships, and overseeing budgetary considerations for core enterprise business applications. The Senior Manager collaborates across IT and with business partners to identify opportunities for application enhancements, implement innovative tools and processes, and ensure alignment with the overall enterprise strategy. This role contributes to optimizing the functionality and effectiveness of the organization's technology landscape.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Participates in the leadership and management of the Information Technology Services (ITS) department by contributing to the development and execution of the ITS strategic plan.
- Provides strategic and tactical planning, development, evaluation, and coordination for key enterprise systems while delivering departmental initiatives and goals.
- Defines and manages the application portfolio, preparing roadmaps and establishing long-term strategies for key products and applications.
- Defines enterprise strategies that align functional solutions with business requirements and operations.
- Develops and implements application support, release management, and testing processes to ensure operational sustainability.
- Oversees vendor contracts and licensing agreements, developing and managing the team's budget and tracking spending on vendor work plans.
- Facilitates communication between the Enterprise Business Applications department and the Authority’s internal and external business partners.
- Collaborates with the Technology Project Management Office to plan resource deployment for new applications and software.
- Creates and implements policies for the appropriate use and management of the Authority’s enterprise business applications.
- Monitors and reports on the performance of enterprise applications, making recommendations for improvements as needed.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of project management experience in Agile and Waterfall Project Management methodologies, tools, and best practices, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Project Management Professional (PMP) or Certified Scrum Master (CSM) certification.
- Extensive experience implementing and supporting on-premise and SaaS Enterprise Resource Planning (ERP) solutions.
- Experience working in a public sector organization; transportation sector experience would be a plus.
- Familiarity with Organizational Change Management practices (Prosci preferred).
- Experience in application development, testing, and/or business systems analysis.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement, implementation, maintenance, and management of business applications.
- Knowledge of best practices and future directions in developing on-premise and SaaS application roadmaps.
- Knowledge of business intelligence and data architecture, including solutions for marketing, sales, service, and operations.
- Knowledge of business intelligence best practices, processes, tools, standards, and methodologies.
- Knowledge of various business intelligence solutions and the ability to create a cohesive technology roadmap.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR MANAGER OF CAPITAL PROGRAMS AND ITS

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Capital Programs and ITS, the Senior Manager of Capital Programs and ITS is responsible for overseeing the procurement process for capital improvement, Master Plan projects, and information technology. This position oversees the development of solicitation documents, specifications, and contract documents for capital and professional service agreements. Additionally, the Senior Manager of Capital Programs and ITS oversees the Owner Direct Purchase (ODP) and Job Order Contracting (JOC) Programs.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Ensuring adherence to established guidelines and promoting operational efficiency.
- Ensures compliance with all federal, state and local procurement requirements in the selection of contractors. concessionaires, consultants and individuals providing services or products to the Authority.
- Represents the Authority in negotiating contracts, agreements, work orders, and change orders.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), Invitation to Quote (ITQ), sole source and government contract purchasing.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliers.
- Oversees the development of solicitation documents, specifications, contract amendments, change orders, renewals, and contract documents for various delivery methods and facilitate Solicitation processes.
- Manages Capital Program contract and solicitation templates.

- Analyzes cost projections against industry best practices.
- Analyzes proposals and bids for responsiveness and responsibility.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years experience in purchasing, contracts management and competitive procurement processes, of which at least three (3) years in public (government) purchasing.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP), within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business, or related field.
- Certified Professional in Supply Management (CPSM).

- General Contractor's license, Class “A”, or comparable certification, or a construction procurement certification.
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 25 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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SENIOR MANAGER OF CLIENT AND FIELD SERVICES

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Services, the Senior Manager of Client and Field Services is responsible for leading the research and evaluation of emerging trends in Information Technology (IT) to assess their potential value and applicability within the organization. This role involves recommending new products and solutions to enhance operational efficiency and applying extensive knowledge of IT concepts and practices to inform strategic decision-making. The Senior Manager will develop comprehensive project plans, oversee the formulation of project objectives and requirements, and actively participate in project development to ensure alignment with business needs.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Recommends ways to apply new products and solutions that maximize their value to the organization and improve operational efficiency.
- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Oversees the formulation of project objectives and system development requirements, ensuring alignment with business needs.
- Prepares detailed specifications for information systems to guide development and implementation processes.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships to inform strategic decisions.
- Develops plans for testing and implementing systems and monitor these processes to ensure desired results are achieved.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years' experience managing Information Systems projects, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of information technology methods and equipment to ensure effective use of technology resources.
- Knowledge of information technology systems design and programming, enabling informed decision-making in system development.
- Knowledge of systems analysis, development, planning, and documentation methods and standards to guide project execution and compliance.

- Knowledge of customer service principles and practices to ensure high-quality support for clients and end-users.
- Ability to synthesize project information and establish the appropriate scope and objectives for various initiatives.
- Ability to collect, organize, and evaluate data to make logical and informed decisions that impact project success.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR MANAGER OF COMMERCIAL PARKING AND GROUND TRANSPORTATION

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Senior Manager of Commercial Parking and Ground Transportation is responsible for day-to-day operations, capacity management and operational efficiency of Tampa International Airport's public and employee parking facilities, rental car services, and ground transportation lines of business. This role entails managing key operational functions, including budget development, capacity forecasting, and contract management, while actively seeking opportunities to enhance revenue and streamline operations. Additionally, this role will involve collaboration with various stakeholders to implement strategic initiatives that improve the overall passenger experience.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the day-to-day operations of the Airport's public and employee parking, rental car, and ground transportation services, including the management of associated revenues, contracts, programs, and products.
- Conducts research and provides recommendations aimed at retaining or generating additional revenue while enhancing operational efficiencies within all areas of responsibility.
- Assists in establishing forecasts and budgets for the department, ensuring alignment with annual targets for parking, rental car, and ground transportation services.
- Analyzes performance for parking, rental cars, and ground transportation, providing insightful reports and analysis to senior leadership.
- Supports the development, implementation, and management of agreements with parking contractors, focusing on budget adherence, customer service enhancements, and operational efficiency.
- Collaborates with other departments and parking contractor to ensure compliance with revenue control measures, airport policies, procedures, and audit requirements.
- Drafts and revises policies, procedures, rules and regulations.
- Drafts and revises emergency procedures and collaborates with other departments to be the team lead for emergency planning and response.
- Works alongside the Commercial Parking System Manager to effectively utilize the Online Booking System to influence occupancy rates, optimize revenue, and improve customer service.

- Serves as first point of contact for customer feedback and requests regarding parking fee adjustments and refunds to maintain a high level of customer service.
- Utilizes parking-related software and technology to engage passengers, enhance perceived value, and retain users of parking services.
- Contributes to the identification and implementation of both short- and long-term strategic plans for airport parking, rental car, and ground transportation initiatives.
- With the Director of Commercial Parking and Ground Transportation, leads assists, and negotiates in the procurement of parking, rental car, and ground transportation agreements.
- Ensures compliance with agreement terms and conditions including tracking of insurances, security deposits, collection of fees, and promotes operational excellence by enforcing standards.
- Serves as subject matter expect in the operation and maintenance of the Authority's Rental Car Center and maintains excellent working relationship with the Rental Car Center's contracted third party manager.
- Serves as subject matter expert regarding operation of the Authority's Automatic Vehicle Identification system for ground transportation operators.
- Team lead during the planning, implementation, and monitoring of selected capital improvement, construction, and maintenance projects to minimize customer service and operational impacts.
- Fosters excellent working relationships with tenants, contractors, and other external stakeholders to further goals and objectives.
- Leads and mentors team members, fostering a high level of passenger service and ensuring compliance with contractual obligations in all aspects of parking facility operations, rental cars, and ground transportation services.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Six (6) years of management experience involving parking, rental car concession, or ground transportation management
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the parking, rental car, and ground transportation industry, including social, economic, political, and technological trends that influence parking revenue and operational practices.
- Skill in preparing and presenting detailed reports that outline project status, identify challenges, and recommend effective solutions to a range of stakeholders.
- Skill in creating, managing, forecasting, and analyzing budgets and profit and loss statements (P&Ls) to ensure financial objectives are achieved.
- Ability to analyze and interpret capacity and revenue trends and industry applications, identifying opportunities for growth and operational improvement.
- Ability to build and maintain strong relationships with various stakeholders, including internal departments and external partners.
- Ability to demonstrate initiative, think critically, and exercise sound judgment in decision-making processes.
- Knowledge of compliance standards and best practices relevant to parking facility operations, rental car agreements, and ground transportation services.
- Ability to lead, coach, and mentor team members, ensuring a high level of passenger service and adherence to contractual obligations across all operational aspects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing

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SENIOR MANAGER OF COMMERCIAL REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Real Estate, the Senior Manager of Commercial Real Estate is responsible for attracting new commercial development opportunities and overseeing marketing efforts for both aeronautical and non-aeronautical land. The position involves managing tenant relations, ensuring timely responses, creative problem-solving. The Senior Manager also supports the Authority's real estate development strategy and oversees a team handling various real estate activities, such as title work, surveys, easements, environmental issues, appraisal reviews, purchase, relocation, property management and development of property interests.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Contributes to strategic planning efforts and assists in developing, implementing, and managing property development strategies.
- Provides real estate venture advice, ensuring compliance with laws and regulations while monitoring market trends for new development opportunities.
- Prepares lease documents, negotiates favorable terms, and ensures contract compliance.
- Conducts financial analyses to assess development feasibility, risks, and returns.
- Assists in managing the real estate budget, forecasting, cost controls, and revenue generation.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Business Administration or related field.
- Six (6) years experience in real estate development.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Licensed Real Estate Agent to be obtained within One (1) year of hire.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations related to the development and leasing of airport property.
- Knowledge of commercial real estate and leasing contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking

- Sitting up to 6 hours per day
- Continuous typing

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SENIOR MANAGER OF COMMUNICATIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing, Communications and Strategy, the Senior Manager of Communications plays a vital role in shaping the narrative of the Authority's four airports. This position involves writing and supervising the creation of press releases, news stories, and other internal and external messaging while managing the airport's industry-leading social media program. The Senior Manager will oversee staff, develop and execute communication projects aligned with Authority objectives, and lead communications for construction projects and revenue-generating initiatives. This role also includes creating analytics reports, researching and writing for executive staff, organizing public outreach and responding to media inquiries to promote airport initiatives effectively.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Writes and edits compelling stories for distribution through the Authority newsletters, websites, and various digital platforms.
- Leads communications efforts for the Authority construction projects and revenue-generating initiatives, while maintaining an organized messaging calendar.
- Develops and implements a comprehensive social media program strategy, ensuring content accuracy, brand consistency, and growth in audience engagement.
- Collaborates with business partners, HCAA Marketing staff, and other departments to plan and execute impactful events that enhance the Authority's visibility.
- Creates detailed analytics reports to evaluate social media program performance and manage social listening software to monitor audience sentiment and trends.
- Researches and writes internal and external communications for the CEO and other executive staff, ensuring clear and effective messaging.
- Responds to media requests, while actively monitoring news coverage of the Authority and the aviation industry to identify trends and opportunities for promoting airport initiatives.
- Acts as official spokesperson for the Authority.
- Plan and execute press conferences or public outreach events for construction milestones and other major developments.
- Responds and supports communications and stakeholder engagement; emergency/breaking news response including representing the Communications department in-person and virtually

for Emergency Operations Center meetings and briefings, execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management
- Oversees and mentors team members to achieve departmental and Authority objectives, fostering a collaborative work environment.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Journalism, Mass Communications, English, or related field.
- Six (6) years’ experience in Journalism, Media Relations or Public Relations as well as Strategic and Crisis Communications experience.
- Three (2) years supervisory experience.

- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Proficiency in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of outstanding writing techniques and the ability to communicate technical information accurately and in an easily understandable manner.
- Knowledge of branding and public engagement strategies, demonstrating strong leadership and strategic thinking to enhance the airport's brand.
- Skill in prioritizing assignments and managing multiple tasks effectively under tight deadlines, while embracing new technologies and understanding effective social media messaging.
- Skill in data analysis, with a strong understanding of social media trends, video storytelling, and Search Engine Optimization (SEO) best practices.
- Ability to provide excellent customer care to a variety of audiences and stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF CONSTRUCTION

GENERAL DESCRIPTION

Under the general direction of the Director of Construction, the Senior Manager of Construction is responsible for directing and supervising Authority construction staff, architects, engineers, and support personnel overseeing and inspecting the construction of facilities for the Authority's airport system. The Senior Manager ensures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the goals and objectives of the Authority. This position oversees the communication between Authority Staff, contractors, designers, inspectors, and the Authority's Consulting Engineer on all construction projects.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Professionally represent the Authority as the primary interface with contractors and designers.
- With the assistance of the Construction Project Managers, ensures that regular construction progress meetings are conducted between contractors, designers and inspectors to review procedures, progress, scheduling and changes to the work.
- Monitors the contractor's implementation and maintenance of a Safety Program. Reviews all proposed changes to the construction contracts and assures proper application and interpretation of the Contract Documents.
- Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly status of construction report by the construction project manager.
- Facilitates meetings with all parties to help defuse issues. This includes contractors, fellow construction staff, tenants, airlines, and other Authority departments. Strong professional-level people skills required.
- Reviews the schedules submitted by the contractor to ensure compliance with the contract and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the contract.
- Acts as the representative of the Authority at the site of all construction work.
- Oversees Construction Project Managers' scheduling and conducting of progress meetings.
- Monitors the Architect/Engineer in determining that factory inspection and testing for items fabricated outside project limits is performed.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Develop and maintain relationships with the contractor, architect, engineer to ensure the highest level of quality and customer service is delivered.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Six (6) years experience in Construction Management related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF DIGITAL MARKETING & STRATEGY

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Digital Marketing & Strategy is responsible for overseeing and executing the Authority's digital marketing and other advertising initiatives to enhance brand awareness and drive revenue. This position leads a team of marketing professionals, provides mentorship, and collaborates with various departments to optimize digital content and strategies, utilizing analytics to measure success. Additionally, the Senior Manager will represent the Authority at industry and public events, fostering relationships to support marketing efforts.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages advertising strategies across multiple channels, including email marketing, social media, and digital advertising, to optimize the Authority's marketing efforts. Prepares marketing plans to meet specific objectives and executes campaigns from procurement process through to completion.
- Manages campaign budgets as well as vendor relationships and payments.
- Develops and maintains the Authority's email list/database, collaborating with team members and other departments for effective database segmentation and utilization.
- Collaborates with the Authority's Design Studio to create and maintain promotional content for the TPA website, ensuring consistency with brand guidelines.
- Manages the Marketing Reimbursement aspects of the Authority's Air Service Incentive Program, overseeing advertising campaigns from concept development to execution and final invoicing.
- Acts as an Account Manager for marketing initiatives across various departments, identifying objectives and managing projects through the design and implementation phases.
- Participates in the development and execution of community event strategies, including identifying target audiences and crafting messaging to engage the public effectively.
- Manages the planning and budget for the procurement of branded promotional items across the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Communications, Public Relations, Digital Marketing, or related field.
- Six (6) years of experience in digital marketing and strategy, or related field.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital marketing principles and practices, including email marketing, social media strategies, and digital advertising techniques to enhance brand visibility and drive revenue.

- Knowledge of data analytics tools and methodologies, such as Google Analytics, to measure and evaluate marketing campaign effectiveness and inform strategic decisions.
- Knowledge of branding principles and the importance of maintaining brand integrity across all marketing materials and initiatives.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Senior Manager of Digital Technologies

GENERAL DESCRIPTION

Under the general direction of the Director of Digital Technologies & Innovation, the Senior Manager of Digital Technologies oversees a team responsible for the development, deployment, and management of digital technologies designed to enhance passenger experiences and improve operational efficiency for the Authority. This position oversees the two square mile campus of applicable solutions 24 x 7 without pause. Additionally, this position focuses on integrating the audiovisual (AV) systems, digital signage, flight information displays, advertising digital content, LiDAR technology, and various passenger processing solutions while collaborating with cross-functional teams, stakeholders, and technology vendors to ensure successful implementation. The Sr. Manager of Digital Technologies manages IT technical work, ensuring the success of resolving unique challenges, and critical operational tasks that directly impact the travel experience 24 hours a day and 7 days a week. This position requires the vision of taking the current technology installed and the technology available but not yet in play and enhance the customer experience for TPA. This position also requires the ability to drive high performing results within the campus, through decisive decisions with new technology and feature rich solutions.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- This position requires driving results through strategic plans, project updates, and performance metrics to the Director, ensuring alignment with organizational goals.
- Accountability with regards to the planning, budgeting, and execution of large-scale digital technology projects, ensuring completion on time and within scope.
- With decisive decision making this position oversees the integration of AV, digital signage, and LiDAR technologies to improve passenger experience and operational workflows.
- Driving results within the intense audio-visual platform across the campuses, 4 million dollars a year in advertising revenue and a 15 million dollar digital sign footprint across the campus.
- Creating a team-based relationship with internal departments and external vendors to facilitate successful project outcomes and ensure seamless integration of digital technology solutions.
- Develops and implement systems for passenger processing to streamline check-in, security, and boarding processes.
- Prepares and delivers comprehensive results-based reports on technology performance, project status, and innovation initiatives to inform strategic decision-making.

- Ensures all digital technology implementations comply with relevant regulations and standards, implementing robust security measures.
- Monitors and manages service requests and incidents within the IT Service Management (ITSM) tool, ensuring operational efficiency and timely resolution.
- Continually evaluates and identifies opportunities to improve efficiency and effectiveness in resolving issues and enhancing technology services provided to stakeholders.
- Driving decisive cross-functional teams in the execution of complex projects, ensuring effective collaboration and communication throughout the project lifecycle.
- Drives a proactive approach to technology management, anticipating challenges and implementing solutions before issues arise.
- Has the accountability to design and present to all layers of management, including the executive team to support new ideas and challenges.
- Overseas annual budget exceeding a million dollars O&M and one to three million dollars capital investment.
- Participates in the long-term vision and technology vision for future capital projects as they arise.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of information technology experience in user support of desktops, applications, printers, peripherals, and cabling**.**
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of Passenger Processing experience or equivalent technology leadership
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital technology systems.
- Knowledge of industry standards and best practices related to technology integration and operational efficiency in an airport environment.
- Knowledge of project management principles, including budgeting, planning, and execution of digital technology projects.
- Knowledge of relevant regulations and compliance standards pertaining to airport operations and digital technologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing

- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF EMERGING TECHNOLOGIES

GENERAL DESCRIPTION

Under the general direction of the Director of Digital Technologies & Innovation, the Senior Manager of Emerging Technologies oversees the development, deployment, and management of advanced passenger processing solutions designed to enhance the passenger experience and improve operational efficiency for the Authority. Additionally, the position involves performing Information Technology (IT) technical work on all Common Use technology, Biometric processing inbound and outbound, Self-Service Bag Drop Solutions, Kiosk, over (15) LiDAR solutions, and passenger processing applications, while effectively managing the complexities of public-facing solutions. The Sr. Manager of Emerging Technologies analyzes and resolves a variety of unique challenges under minimal supervision, providing critical technology. This position oversees the two-square-miles campus of applicable solutions 24 x 7 without pause with the understanding that flights can be delayed or missed based on the management and decision making of this team. This position requires the vision of taking the current technology installed and the technology available but not yet tested to change the customer experience for TPA.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead a team by driving results in the design, deployment, and maintenance of advanced passenger processing solutions, including kiosks, self-service bag drops, LiDAR technologies and E-Gate biometrics.
- Manages the planning, budgeting, and execution of passenger processing technology projects, ensuring timely and within-scope delivery.
- Drives results by developing and implementing passenger processing systems that streamline check-in, security, and boarding processes.
- Makes decisive decisions to ensure robust security measures are in place to protect sensitive data and systems from potential cyber threats.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Promotes accountability by designing and presenting to all layers of management including the executive team to support new ideas and challenges.

- Makes decisive decisions regarding performance and stability with regard to the support of inbound and out bound flights.
- Drive results by overseeing annual budget exceeding two million dollars of O&M and one to five million dollars capital investment.
- Participates in the long-term technology vision for future capital projects as they arise.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversee the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.
- Drive decisions with staff by optimizing the skills sets to ensure coverage across the growing level of responsibility.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Comply with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in Common Use and passenger processing with a broad technology background, or similar experience.

- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of Passenger Processing experience or equivalent experience
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of industry trends and emerging technologies relevant to passenger processing and airport operations.
- Knowledge of project management principles, including planning, budgeting, and execution of technology projects.
- Knowledge of System Center Configuration Manager (SCCM) being an advantage
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting for up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and people with physical and mental disabilities and will

reasonably accommodate the needs of those people in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF ENVIRONMENTAL SERVICES

GENERAL DESCRIPTION

Under the direction of the Director of Planning, Senior Manager of Environmental Services leads the Environmental Compliance Program for the Authority's airport system. The goal of the Environmental Compliance Program is to reduce existing and future environmental liabilities, reduce compliance costs associated with regulatory permits and reporting requirements, and cost-effectively manage compliance responsibilities with a focus on pollution prevention. This position manages the activities of the Authority's environmental consultants and contractors as it relates to the day-to-day operation and maintenance of airport facilities. This position represents the Authority before regulatory agencies and is responsible for environmental-related communications with environmental regulators, consultants, stakeholders, and contractors. This position serves as a liaison for the airport system's stakeholders to provide recommendations on design compatibility and interpretation of environmental regulations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the environmental section's operation and maintenance (O&M) budget, monitors the status of funds and determines staffing requirements.
- Serves as the Contract Manager for the Authority's continuing general environmental consultant contract.
- Manages the Stormwater Pollution Prevention Plans (SWPPPs), Spill Prevention, Control & Countermeasure (SPCC) plans, and best management practices associated with the ARFF fire drill pit; this includes ongoing SWPPP permitting and hosting annual SWPPP/SPCC training for Authority staff, tenants and interested parties.
- Coordinates with Authority departments on the management and disposal of Authority-generated potentially/hazardous waste; this includes ongoing hazmat permitting and managing a quarterly hazardous waste disposal program.
- Manages the O&M of the ARFF fire drill pit, 29 petroleum storage systems and 20 oil-water separators; this includes ongoing permitting and serving as the procurement professional to procure and implement outsourced repair and maintenance contracts on these facilities.
- Manages water resource permitting for well water, irrigation water, and reclaimed water including regulatory data reporting and meter accuracy testing.
- Coordinates outsourced aquatic maintenance of wetland mitigation sites at TPA and VDF.

- Manages pollution remediation obligations of contaminated Authority property; this incorporates many disciplines including drilling, testing, source removal, preparing and professionally certifying reports, implementing institutional/engineering controls, surveying, title work, legal noticing; coordination/negotiation with attorneys, consultants, contractors, tenants, former tenants, government agencies, easementholders, and others.
- Manages TPA's Soil and Groundwater Use Regulations; confirms new buildings are connected to municipal water supply; and soil disturbance plans are reviewed against delineated areas so that advisory language can be provided to Contract/Project Managers, Tenant Work Permit Coordinator, or other parties.
- Participates in any projects on Authority property that involve environmental regulatory matters, environmental audits, environmental permits, pollution remediation, petroleum storage systems, potentially/hazardous waste, asbestos and lead.
- Coordinates with Risk Management to secure the annual scheduled insurance policy for Authority petroleum storage systems, determines environmental risks for upcoming projects, and performs research on historical commercial general liability policies with respect to legacy pollution conditions.
- Participates in establishing and reviewing standard contract/lease language.
- Coordinates environmental audits for property that is owned by the Authority and property that is considered for acquisition or divestiture; this includes audits related to tenant or maintenance service provider lease agreements or contracts, and baseline sampling audits.
- Coordinates with Operations on spill tracking, provides regulatory reporting, and participates in the procurement of pollution remediation actions.
- Coordinates with the Tenant Work Permit Coordinator to review and comment on tenant work permits involving petroleum storage systems, asbestos and lead paint abatement, hazardous waste disposal, environmental permits, notices of violation, and pollution remediation correspondence.
- Serves as subject matter expert on general airport history, and historical research for legal matters including pollution conditions attributed to the past use of firefighting foam, petroleum, and hazardous materials.
- Manages the Authority-wide PFAS transition plan that addresses a wide variety of public health-related topics associated with emerging contaminants including per- and polyfluoroalkyl substances.
- Serves as a Project Director, when necessary to support P&D's design section.
- Manages the 1.5M P&D department O&M budget, 200k environmental services section budget and 400k pollution remediation obligation budget; and has responsibility in the workflow of the Authority's continuing general environmental consultant and the outside environmental attorney providing special legal services.
- Provides Authorized Signatory responsibility for badging and credentialling of approximately 200 badge holders including Authority P&D employees, outside consultants and contractors. Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Geology, Engineering, or related field.
- Six (6) years experience in environmental engineering for an airport or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Geology, Engineering, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF FACILITIES

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Senior Manager of Facilities ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, convenience, reliability, and value. This position oversees the Electronics and Facilities Maintenance sections, managing the activities and personnel involved in maintaining critical systems such as low voltage systems, CCTV, two-way radio, fire alarms, access controls, finishes, seating, carpentry, fire protection and plumbing. The Senior Manager also ensures that the maintenance staff contributes to capital project development by providing insights on life cycle costs, maintainability, and reliability.

The Senior Manager is also tasked with representing the interest of Facilities in the design and construction of new airport facilities, as well as managing the technical contracts that support the division's operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Procures specialty maintenance services and systems, including the development of specifications to meet operational needs.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.

- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Creates, implements, and monitors project management plans, including specification development, for various maintenance and construction projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 60 Ibs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR MANAGER OF GA CAPITAL PROJECTS, BUSINESS & ADMIN

GENERAL DESCRIPTION

Under the general direction of the Vice President of General Aviation, the Senior Manager of GA Capital Projects, Business & Admin is responsible for overseeing the General Aviation Capital Improvement Program and managing the business operations of the Authority's General Aviation airports as well as activities at Tampa International Airport (TPA). This role involves ensuring that capital projects align with the long-term objectives of the Authority, including assessing facility and infrastructure requirements, defining projects, and managing budgets. Additionally, the Senior Manager will focus on events and marketing initiatives related to both aeronautical and non-aeronautical business development within general aviation.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the development of the Authority's general aviation airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, and capital project design conforms to the long-term objectives of the Authority.
- Manages the Capital Project O&M and Project budgets for the General Aviation Airports.
- Prepares and/or monitors project budgets, monitors status of allocated funds and controls expenses.
- Develops the department flight plans in coordination with team members.
- Develops and maintains department reports necessary to monitor business and financial trends, including the tracking of based aircraft and the monthly activity reports.
- Coordinates with the Authority's Marketing and Communications departments for the development, implementation of marketing and public and community outreach programs for the general aviation airports.
- Liaises with the Authority's Real Estate department that supports airport development and preparation of final leases and agreements for general aviation facilities to ensure that the airports interests are met.
- Assists in the development and implementation of policies and procedures for the Aviation's General Airport System.
- Assists the Vice President of General Aviation with meetings and events, including tenant meetings, Executive Team and regular Board meetings.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or a related field.
- Six (6) years of experience in airport operations management and maintenance, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Frequent lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling
- Constant typing
- Occasional exposure to extreme weather, noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF GA OPERATIONS & MAINTENANCE

GENERAL DESCRIPTION

Under the direction of the Vice President of General Aviation, the Senior Manager of GA Operations & Maintenance ensures operational safety and compliance with relevant laws, regulations, and contractual obligations for General Aviation airports. The Senior Manager manages the operations and maintenance budget, develops, updates emergency and security plans in collaboration with relevant authorities. Additionally, this position involves coordinating with Planning & Development and Maintenance departments to ensure compliance with zoning regulations and tenant construction standards while providing guidance to the public and airport users regarding FAA and FDOT requirements.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees daily activities of the General Aviation airports.
- Manages the O&M budget for the General Aviation airports.
- Develops and updates airport emergency plans; conducts airport emergency training, coordinating exercises and drills.
- Develops and updates airport security plan with the FDOT and manages the security program at each airport.
- Provides key inputs in administering the Authority's Height Zoning Regulations as they relate to general aviation airports to assure compliance and to protect the air space adjacent to Authority airports.
- Reviews and provides key inputs on plans for tenant alterations and construction schedules for work at general aviation airports to ensure compliance with leases and development standards.
- Provides information to the public and Airport users regarding FAA regulations and FDOT requirements; ensures that aircraft owners and operators comply with regulations regarding ground traffic, air traffic patterns, parking and other safety rules and regulations.
- Oversees the General Aviation airports grounds and facilities maintenance program.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or related field.
- Six (6) years of experience in airport operations management and maintenance, or related experience.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per shift
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF GROUNDS

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance, the Senior Manager of Grounds ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, reliability, and value. This position oversees the Airfield, Fleet and Grounds sections, including airfield pavements, markings and all fleet equipment purchases both new and replacements.. The Senior Manager is also tasked with developing and implementing staffing and development programs, formulating departmental goals and objectives, and overseeing project management plans while also ensuring that maintenance staff contribute to capital project development teams by providing insights on life cycle costs and reliability.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.
- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Monitors and manages utility expenses, developing energy management programs to optimize resource usage.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- High-level management experience at an airport, large commercial or institutional facility.
- Facilities Maintenance Profession Certification (FMP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Occasional lifting over 60 Ibs.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching over-head, kneeling & crawling.
- Frequent typing.
- Occasional climbing.
- Continuous exposure to extreme weather.
- Frequent exposure to chemicals & insects.
- Continuous use of car/light truck.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF GUEST EXPERIENCE AND LOST & FOUND

GENERAL DESCRIPTION

Under the general direction of the Director of Terminal Operations and Guest Experience, the Senior Manager of Guest Experience and Lost & Found plays a pivotal role in enhancing the overall airport experience. This position involves supervising and mentoring Guest Experience Managers and overseeing key programs, including the Volunteer Ambassador Program and Lost & Found, to ensure optimal passenger flow at the Federal Inspection Station. The Senior Manager also works to improve customer service initiatives and may participate in community outreach projects.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the allocation of budgets and resources, establishing policies and procedures to maintain operational continuity.
- Researches and conducts feasibility studies for additional guest services, such as concierge and VIP offerings, to enhance the overall experience.
- Works collectively with partner airlines and TSA to implement the TPA360 program for autistic travelers, ensuring inclusivity and support.
- Actively collaborates on airport projects to meet guest and passenger needs while prioritizing high levels of service.
- Partners with U.S. Customs and Border Protection, Airport Operations, Marketing, and IT to improve the international arrival experience for passengers.
- Coordinates and executes high-level events, VIP tours, and community partner engagements, ensuring exceptional service and guest experience.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6) years experience in airport operations, guest relations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF INFORMATION SECURITY

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Senior Manager of Information Security is responsible for providing technical leadership, expertise, and guidance on information security initiatives, including the planning and development of a comprehensive information security strategy that aligns with the Authority's strategic plan. This position demands an in-depth understanding of data breach reporting laws, generally accepted information security principles, and related best practices in information technology security. Additionally, the Senior Manager of Information Security, prepares and presents complex information security concepts and reports to a diverse audience of both technical and non-technical stakeholders.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide information and recommendations to the Vice President of Information Technology (ITS) and other executives regarding compliance with laws and regulations governing the protection of sensitive and confidential systems and data.
- Collaborates with other ITS staff and stakeholders to develop security policies, standards, and guidelines that ensure the confidentiality, integrity, and availability of information systems and data.
- Supports the protection of information technology assets by developing, implementing, and operating security best practices, including systems access management, security monitoring, and threat evaluation.
- Reports all critical security issues promptly to the Vice President of ITS and other executives to ensure timely resolution and mitigation.
- Develops risk reduction strategies and plans to enhance the overall security posture of the organization.
- Supports the development and delivery of employee security awareness training programs to promote a culture of security within the organization.
- Collaborates with external consultants as needed to facilitate independent security audits, assessments, and intrusion and penetration testing.
- Monitors compliance with established security policies and procedures, conducting regular reviews and updates, as necessary.

- Analyzes security incidents and breaches, providing detailed reports and recommendations for improvement.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in information security roles including experience with Payment Card Industry-Data Security Standard (PCI-DSS) audits, or similar experience.
- Three (3) years of supervisory experience.
- Certified Information Systems Security Professional (CISSP) certification issued by ISC.

- Valid IT security certification such as Certified Ethical Hacker (CEH) or Comp TIA Security+.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of UNIX/Linux and Microsoft Server environments (2016, 2019, 2022) as well as Windows 10/11, ensuring proficiency in system administration and security configurations.
- Knowledge of WANs, LANs, the Internet, and Intranets, along with a strong understanding of network protocols and services such as Telnet and FTP.
- Knowledge of Virtual Private Networks (VPNs), Multi-Factor Authentication (MFA), Web Application Firewalls (WAF), and enterprise security management tools.
- Knowledge of internet filtering solutions and Mobile Device Management (MDM) systems to protect organizational data on mobile devices.
- Knowledge of security best practices and methodologies to implement robust security measures within an enterprise environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF INNOVATION

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Innovation is responsible for the comprehensive vision, strategic plan, and execution of programs and initiatives that foster building a culture of innovation throughout the organization. This position will represent the Authority as a global leader in innovation and engagement strategies throughout the Tampa Bay community and aviation industry. The role will serve as a catalyst for change by driving employee engagement and innovation by utilizing education, initiatives, and partnerships to further the Authority's commitment to a positive, progressive organizational future to foster and promote a culture of engagement, innovation, inclusion, and organizational transformation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops a comprehensive organizational plan that encompasses current goals, best practices, and alignment towards the Authority's strategic objectives, Innovation, & Process Improvement, and annually measures the success of accomplishing the objectives.
- Collaborates with senior leadership and internal departments to identify and implement organizational actions and programs that inspire the Authority to embrace innovative practices at all levels, while also engaging with community members, organizations, and government agencies to foster collaboration and engagement.
- Creates strategic programs and processes and empowers staff to execute results, including driving the Authority's Cultural Intelligence initiative to create and maintain a positive, rewarding work environment, a strong sense of belonging, and a happier, more fulfilled workforce, leading to enhanced productivity and innovation.
- Creates a culture of process improvement, experimentation, creativity, and risk-taking by delivering creative problem-solving and support.
- Develops, implements, and analyzes employee engagement surveys to gather feedback on workplace satisfaction, identify areas for improvement, and track employee engagement trends.
- Design, plan, and execute employee engagement and recognition programs, activities, and initiatives that align with the organization's goals and culture to maintain the organization as a Top Workplace, such as onboarding, Take Flight Award, and Community Leadership programs.
- Develops and sustains processes to engage employees at all levels to contribute toward innovative ideas, practices, and solutions, such as an innovation recognition program, innovation challenges, and brainstorming and ideation workshops.

- Develops change management support tools for successful change initiatives while collaborating closely with the Leadership and Employee Development team to deliver change management education and support to create and implement innovative problem-solving solutions and organizational change management education.
- Reviews and assesses current organizational practices and programs, identifying process improvement opportunities and innovative solutions to build competency and proficiency within the enterprise organization.
- Monitors industry trends and best practices in innovation to inform program development and continuous improvement.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Social Sciences, Behavioral Sciences, or related field.
- Six (6) years of work experience in human resource management functions.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of leadership behaviors to leverage innovative thinking, drive organizational focus, and enhance cultural intelligence to achieve proven results through effective collaboration and empowerment.
- Knowledge and technical expertise in change management methodologies necessary to embed innovative and transformative behaviors throughout the organization.
- Skill in relationship building and networking to form a strategic rapport that supports innovation objectives and enhances an organizational culture of innovation.
- Skill with problem-solving and substantial reasoning with a proven record of successfully implementing large-scale program strategies and managing overall performance results.
- Skill and ability working in large, complex organizations, such as airport environments or governmental agencies, developing and implementing sustainability and wellness programs.
- Ability to be a self-starter and work in a dynamic, collaborative, and open environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF INTERNAL AUDIT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Internal Audit, the Senior Manager of Internal Audit is responsible for overseeing and directing audit activities related to complex financial and program operations within various departments, agencies, and external organizations that have contractual relationships with the Authority. This role involves managing a team of auditors, ensuring compliance with established procedures, and evaluating the effectiveness of internal controls. This position will formulate the annual audit plan, establish audit objectives, and provide guidance on documentation and analysis methods to support findings and recommendations. This position maintains a high level of integrity and transparency of the Authority's operations through rigorous auditing practices and effective leadership.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees planning, coordination, and performance of assurance and consulting engagements of auditors from beginning to end.
- Reviews auditor workpapers ad reports to ensure conformance with professional standards and Department specifications.
- Responsible for highly complex areas of an engagement while providing support to subordinates in their performance of less-complex areas.
- Communicates engagement progress, technical problems, and potential issues identified to supervisor and senior leadership stakeholders.
- Formulates and assists in developing the annual audit plan, determining specific audit focus and direction in alignment with organizational objectives.
- Oversees the execution of audit activities, ensuring compliance with professional standards and monitoring the progress of audit assignments.
- Provides guidance on proper documentation techniques, data gathering, and analysis methods to support audit findings and recommendations.
- Reviews and evaluates completed audit work for accuracy, adequacy, and compliance with established standards, ensuring that sufficient supporting documentation is present.
- Leads the internal and external assessment efforts for the Department by coordinating the assessments, communicating results of the assessments, and ensuring the Department takes any corrective action needed to ensure compliance with standards.

- Manages the Department templates, including the execution and communication of revisions to templates.
- Conducts audits of highly technical or complex areas to assess the effectiveness of management controls and compliance with relevant policies and regulations.
- Prepares comprehensive reports on audit findings for presentation to senior management, highlighting critical issues and recommendations for improvement.
- Collaborates with other departments and stakeholders to address audit findings and implement necessary changes for operational enhancement.
- Participates in periodic project status meetings with staff to discuss progress, challenges, and resource requirements related to audit activities.
- Ensures regular communication with management regarding audit progress, technical issues, and any concerns that may arise during the audit process.
- Assists Vice President with completion of the annual risk assessment, annual audit plan, and preparation for Audit Committee Meeting.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Business or Public Administration, or related field.
- Six (6) years experience as a professional auditor.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- If not currently a Certified Internal Auditor, will be expected to become certified by end of second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience as a professional auditor in the aviation industry.
- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to assist auditors with identification and communication of issues, with recognition of root causes to ensure recommendations are appropriate considering feasibility and overall risk, and with evaluation for inclusion in report.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Knowledge of auditing principles, practices, and procedures, particularly as they pertain to financial and program operations within government agencies and contractual relationships.
- Knowledge of local, state, and federal laws and regulations related to fiscal management and auditing, ensuring all activities comply with legal standards.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to assess the adequacy and effectiveness of management controls over operational activities, making informed recommendations for improvement.

- Ability to leaf follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Knowledge of the principles of governmental accounting, business and public administration.
- Ability to exercise judgement and discretion in evaluating audit findings for critical and non-critical matters.
- Advanced skill with Microsoft Office Suite.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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SENIOR MANAGER OF LEADERSHIP & EMPLOYEE DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Leadership and Employee Development is instrumental in shaping the growth and performance of the workforce. This leadership role encompasses strategic planning, budgeting, and management of various organizational development and training initiatives. This role will assess current training gaps, anticipate future needs, and lead succession planning efforts to cultivate a high-performance culture. By implementing effective training programs and promoting employee growth initiatives, this position aims to enhance overall organizational effectiveness and align with the Authority's mission, vision, and values. Through collaboration and innovation, the Senior Manager will drive initiatives that foster leadership development and strengthen employee engagement across the Authority.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and implements the Authority's training programs, ensuring accurate record-keeping of all completed employee training.
- Develops and implements comprehensive leadership training programs that incorporate career development components.
- Collaborates with the Senior Manager of Employee Relations and Talent Acquisition to align job descriptions and career paths effectively.
- Facilitates and designs training and development curricula tailored for all Authority employees.
- Establishes and oversees mentoring and coaching programs to enhance employee development.
- Drives succession planning initiatives through targeted employee development strategies.
- Leads Leadership Team retreats and team-building exercises to foster collaboration and engagement.
- Innovates retention programs reinforcing the Authority's mission, vision, and values.
- Manages the Performance Management process, updates performance dimensions, and effectively administers the performance management system.
- Conducts annual performance evaluation training, incorporating strategies for performance improvement plans.
- Develops and manages the Authority's Training and Development budget to ensure effective resource allocation.

- Creates Requests for Proposals (RFPs) and oversees contracted services related to training and development.
- Assesses and analyzes training needs to ensure programs are aligned with organizational goals.
- Monitors and evaluates the effectiveness of training programs, making recommendations for improvement.
- Fosters a culture of continuous learning and professional development throughout the organization.
- Serves as a key resource for leadership on best practices in employee development and performance management.
- Stays informed about industry trends and advancements in leadership and employee development to keep programs relevant and effective.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Industrial Psychology, Organizational Development, Behavioral Science, Business Administration, or related field.
- Six (6) years of experience in leadership development or human resource management functions, specifically in employee development and training.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Suite and similar systems.
- Knowledge of HR principles, practices, and trends, focusing on leadership development, employee engagement, and succession planning.
- Knowledge and skill with adult learning principles, training methodologies, and development strategies to enhance employee capabilities and development.
- Knowledge and skill with performance measurement systems, goal-setting processes, and other technology skills and strategies for enhancing individual and team performance.
- Knowledge of organizational development theories, strategies, and best practices to drive positive organizational change and growth.
- Knowledge of change management principles and effectively navigating and leading teams through organizational transitions.
- Skill and ability to analyze and problem-solve, with the ability to identify issues, analyze data, and implement creative and innovative solutions.
- Skill in facilitating and managing change, including communicating change effectively and managing resistance.
- Ability to lead and manage high-performance teams, fostering collaboration and creating an environment conducive to growth and development.
- Ability to think strategically and align training and development initiatives with organizational goals and objectives.
- Ability to command respect, influence others positively, and exhibit leadership presence within the organization.
- Ability to work effectively in a diverse and inclusive environment, demonstrating awareness and sensitivity to cultural differences.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR MANAGER OF MARKETING PROGRAMS & PARTNERSHIPS

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Marketing Programs and Partnerships is responsible for conceiving and implementing sound strategies in the areas of marketing and community engagement to achieve specific growth objectives. The position will oversee the Marketing team's in-person marketing efforts, including community event activations, celebrations, hosted events at the Airport, strategic engagement, in-kind marketing partnerships with community organizations, and TPA's world-class public art program. The position oversees several significant ongoing projects simultaneously while juggling other assignments as they arise.

This position requires flexibility to work days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Identifies, negotiates and implements in-kind sponsorship agreements with entities such as community and tourism organizations. where the Airport has a vested interest in helping welcome out-of-town visitors to our community. Must be able to align efforts in this area with the Marketing goals of the Authority.
- Serves as point person for developing and maintaining strategic marketing relationships with organizations in TPA's extended catchment areas from which it draws passengers.
- Manages the effectiveness of in-person marketing activations within the community.
- Develops and implements strategies to maximize opportunities.
- Identifies and manages the business relationship aspects of projects within the Airport that include public displays or installations, both large and small projects as they may arise, that align with the Authority's strategic objectives.
- Provides leadership for the team's implementation and management of Tampa International Airport's internationally acclaimed public art program, including both permanent and rotating installations that are aligned with TPA's policies and strategic objectives for its art program.
- Facilitates the team's planning and execution of TPA's annual "5k on the Runway." Secures marketing sponsorships for the event to help offset costs.
- Oversees the department's events, providing support and strategic guidance for the planning and execution of those hosted by HCAA, large and small.

- Supports content creation, content marketing strategies, and/or other marketing and communications functions as needed.
- Manages project budgets with a focus on financial prudence and strategic resource allocation.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Communications, Business, or a related field.
- Six (6) years of relevant experience in Marketing, Communications, and/or project management.
- Three (3) years of supervisory experience.

- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in applying sound marketing judgment to develop and implement effective revenue-generating strategies.
- Skill in Microsoft Office Suite, including PowerPoint.
- Ability to leverage strong analytical and problem-solving skills to identify opportunities and drive effective solutions.
- Excellent interpersonal skills to foster collaborative relationships and communicate effectively with diverse stakeholders.
- Ability to work independently in a fast-paced environment with exceptional attention to detail.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF MATERIALS MANAGEMENT

GENERAL DESCRIPTION

Under the general supervision of the Director of Non-Capital Programs and Materials Management, the Senior Manager of Materials Management is responsible for overseeing administrative and warehouse tasks related to property and inventory control of organizational assets. The Senior Manager of Materials Management has significant autonomy in their duties and possesses a deep understanding of warehouse and inventory principles, including Supply Chain Management (SCM), along with proficiency in relevant software applications for inventory management and tracking.

The Senior Manager of Materials Management is expected to focus on short-term policy enhancements and improvements in warehouse strategy, while also providing strategic guidance on how the organization stores, replenishes, and manages its assets. The Senior Manager of Materials Management must be able to multitask effectively, prioritize efficiently, and foster a collaborative work environment to help achieve organizational goals. ***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for overseeing administrative and warehouse duties related to property and inventory control of organizational assets.
- Works in the development and execution of the overall Materials Management strategy to align with organizational goals and objectives.
- Collaborates with internal stakeholders, including Maintenance, Operations, and Planning & Development departments, to align Materials Management activities with organizational needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all warehouse equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Responsible for the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.
- Oversees inventory control and maintains the security of the inventory located in Authority Warehouses.
- Keep inventory control systems up to date and plan future warehouse capacity requirements.
- Assists with oversight of the Authority's Fuel Management System, including monthly reporting, and issues.
- Oversee the attic stock program.
- Oversee the receiving and disposal of surplus stock, including the preparation of Board Documents.
- Oversee Materials Management Key Performance Indicators (KPIs), including Days to Replenish and Daily Receipts.
- Responsible for titling, registration and signing for all Fleet vehicles and trailers on behalf of the Authority.
- Develops and implements effective SCM strategies and practices to optimize resources.
- Prepares clear and concise reports, emails, and presentations to inform and update relevant parties.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.

Six (6) years of experience in warehousing, procurement, SCM, and/or property control.

- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Forklift Certified.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of SCM principles, procedures, and regulations, including inventory management, replenishment, and surplus management.
- Knowledge of ordering and warehousing principles to optimize resources and enhance efficiency.
- Proficiency in inventory management systems and practices, including security and accountability of inventory.
- Knowledge of relevant software applications for document formatting, inventory management, and procurement tracking.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Skills in providing training, support, and mentorship to direct reports; ability to evaluate performance and conduct appraisals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 50 lbs
- Frequent pushing, pulling & dragging
- Continuous typing.
- Frequent use of van and medium duty trucks
- Regular use of a computer monitor

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SENIOR MANAGER OF NON-CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Non-Capital and Materials Management, the Senior Manager of Non-Capital Programs is responsible for providing procurement to various Authority Departments. This position oversees the development of solicitation documents, specifications, and contract documents for non-capital and professional service agreements. This position is also a department lead for the Enterprise Resource Planning or Contract Management system upgrades, patches, and issue resolution.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Ensuring adherence to established guidelines and promoting operational efficiency.
- Ensures compliance with all federal, state, and local procurement requirements in the selection of supply and service providers, contractors, concessionaires, consultants, and individuals providing services to the Authority.
- Represents the Authority in negotiating contracts, agreements, work orders, and change orders.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), Invitation to Quote (ITQ), sole source and government contract purchasing.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliersManages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Oversees the development of solicitation documents, specifications, contract amendments, change orders, renewals, and contract documents for various delivery methods and facilitates Solicitation processes.

- Manages Non-Capital program contract and solicitation templates.
- Analyzes cost and revenue projections against industry best practices.
- Analyzes proposals and bids for responsiveness and responsibility.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years experience in purchasing, contracts management and competitive procurement processes, of which at least three (3) years in public (government) purchasing.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council, within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP), within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business, or related field.
- Certified Professional in Supply Management (CPSM).

- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SENIOR MANAGER OF OPERATIONS SUPPORT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Senior Manager of Operations Support oversees the strategic management of the operations budget, critical contracts, programs, and projects within the operations department, while driving innovation and ensuring compliance. This role also includes supervising the Operations Support team and ensuring seamless coordination across various operational facets. The Senior Manager leads critical special projects, monitors operational efficiency, and ensures that airport administration, facility management, and passenger services are conducted to the highest standards.
Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides oversight of critical contracts and programs managed but the Operations department, ensuring that all contractual obligations are met, and innovations continually assessed for forward-looking improvements.
- Oversees daily operations, ensuring effective facility management and adherence to policies and security measures.
- Oversees critical special projects as assigned, ensuring they align with strategic goals and are completed efficiently and effectively.
- Ensures compliance with all contractual and regulatory obligations.
- Conducts periodic audits and implements corrective actions as necessary.
- Manages budgets with a focus on service and budgetary innovations to improve service and, where possible, reduce fiscal spending.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Six (6) years experience in airport operations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Aviation, Airport Operations, Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations, specifically 14 CFR Part 139, and associated requirements governing airport operations.
- Knowledge of safety management systems (SMS) and best practices related to airfield safety and compliance.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF PLANNING & DESIGN

GENERAL DESCRIPTION

Under the general direction of the Director of Design, the Senior Manager of Planning & Design is responsible for directing and supervising Authority staff and professional consultants related to planning, engineering, architectural and environmental design development of all capital projects for the Authority. This position directs all planning and design of airport facilities and infrastructure pertaining to the development, improvement, and expansion of the Authority's airport system. The Senior Manager also coordinates the design with the Authority staff and tenants and supervises the preparation of contract documents for construction.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that the development of the Authority's airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, capital project design conforms to the long-term objectives of the Authority.
- Ensures that the Authority's needs, and interests are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, and tenant development plans.
- Directs and supervises assigned design development activities to assure establishment and enforcement of guidelines, standards, and design criteria.
- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Develops and manages project budgets and schedules.
- Facilitates communication and collaboration of the design among stakeholders, Authority staff, team members, and other relevant parties.
- Manages the preparation of contract documents for construction.
- Develops, administers, and coordinates the selection of and contract negotiations with professional design consultants.
- Monitors the construction phase of projects to ensure compliance with the design intent.
- Ensures that on-airport developments are consistent, whenever possible, with applicable FAA advisory circulars and regulations.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Six (6) years experience in airport planning & development, airport operations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid State of Florida professional license in engineering or architecture.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and design & construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PLANNING

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Senior Manager of Planning is responsible for leading, directing and supervising project management staff and consultants involved with airport master planning, , conceptual design planning, land use planning, height zoning and land use reviews for permitting development projects within Hillsborough County and at the Authority's four airports. This position provides airport design technical support for near-term projects, as well as updating forecasts and demand capacity analysis for terminal, intermodal, and airfield projects. The Senior Manager ensures that comprehensive plans are consistent with the Authority's strategic plan as well as City and County plans.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that projects for the four airports and related studies are produced in a manner that meets Authority goals, level of service standards, performance measures and program needs.
- Develops and implements Project Management Plans (PMP), as well as management professional services contracts.
- Ensures that necessary environmental studies, permits and mitigation program(s) are implemented in a timely manner to avoid delay in airport-wide capacity enhancement projects.
- Prepares scope of services for planning, passenger surveys and environmental studies
- Coordinates and provides guidance in the implementing the Authority's administrative procedures for procuring professional services.
- Responsible for conducting aircraft gate parking analysis, managing and maintaining GIS and environmental database, updating and maintaining AutoCAD airport planning/airspace analysis technology applications and files, evaluating airfield development projects for consistency with FAA advisory circulars, managing Airport Layout Plan amendment process for four airports, conducts Part 77/TERPS airspaces analysis for projects on and off-airport property and providing technical support for general aviation airport master plan/ALP updates.
- Responsible for leading and managing the Authority's Height Zoning permitting process for projects on and off-airport property, implementation of aircraft gate parking analysis, and manages Airport Layout Plan amendments for four airports.
- Manages and maintains the GIS height zoning database.

- Produce or supervise the development of inter-local agreements, height zoning regulation updates, FAA reimbursable agreements, regulations, reports or technical memorandums regarding navigational aids, passenger surveys, airport roadway access, airport forecasts, facility and site development requirements, on-airport land use plans and others.
- Conduct reviews of City and County comprehensive plans, site plans, land use amendments, rezoning petitions, DRI/amendments, special use permits, Project Development Environmental (PDE) studies, new school sites for compatibility with Authority's airports.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation Management Engineering, Urban Planning, Architecture, or related field.
- Six (6) years experience in airport planning, or related field.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Management, Architecture, Engineering, Urban Planning, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport planning and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PLANT OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Plant and Facilities, the Senior Manager of Plant Operations ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, convenience, reliability, and value. This position oversees the HVAC, Electrical, Projects and Energy Management sections, managing the activities and personnel involved in maintaining critical systems such as mechanical, electrical, and airfield lighting. The Senior Manager also ensures that the maintenance staff contributes to capital project development by providing insights on life cycle costs, maintainability, and reliability.

The Senior Manager is also tasked with representing the interest of Plant Operations in the design and construction of new airport facilities, as well as managing the technical contracts that support the division's operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Procures specialty maintenance services and systems, including the development of specifications to meet operational needs.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.

- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Creates, implements, and monitors project management plans, including specification development, for various maintenance and construction projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 60 Ibs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR MANAGER OF PMO

GENERAL DESCRIPTION

Under the general direction of the Director of Software Engineering and PMO , the Senior Manager of PMO is responsible for providing technical leadership, expertise, and guidance on architectural standards, design, development, integration, and implementation of software solutions that empower Authority's business partners to achieve their objectives. This position also oversees production controls, access management, disaster recovery, and instance management to ensure operational integrity. The Senior Manager acts as a technical advisor in the planning and coordination of design, development, and implementation of mission-critical systems.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides architecture design and governance expertise while collaborating with stakeholders across business and IT to achieve company objectives.
- Oversees and manages production support, governance, instance management, access controls, technology platforms, and disaster recovery processes.
- Works directly with the Applications Development Group, IT Security, and Infrastructure/Network Organizations to deliver technology solutions that support regulatory, financial, and decision-making processes.
- Provides clear guidance on transitioning from current state architecture to future state through collaborative architectural roadmaps and runways.
- Demonstrates and creates prototypes, builds reference architectures, and defines effective solutions to meet business needs.
- Analyzes existing systems through interviews with technology and application subject matter experts (SMEs) to develop end-to-end current and future state architecture.
- Performs gap analysis between current and future state architecture to identify single points of failure, capabilities, capacity, fault tolerance, service level agreements (SLAs), and change windows.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) of experience deploying enterprise software applications incorporating core ERP applications, middleware integration, database management, operational support and technical documentations, or similar experience
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Three (3) years implementing and/or supporting Oracle Applications (EBS v 12.x.x and Cloud).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of relational database design, coding, and management.
- Knowledge of ITIL service management best practices to enhance service delivery and operational efficiency.
- Knowledge of Enterprise Resource Planning (ERP) software applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PROJECT CONTROLS

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Senior Manager of Project Controls responsible for tracking and reporting overall project schedules, cost estimates, status, and budget for the Authority's Capital Improvement Program (CIP) and Master Plan projects throughout those projects' life cycles. In addition, the Senior Manager, Project Controls assists the Project Directors in their overall project management role by providing cost and schedule control support and reporting mechanisms.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works with the Planning, Design, and Construction teams, including Project Directors, to ensure project cost estimates and schedules are updated regularly and accurately based on the status of each project.
- Reviews cost estimates for errors and completeness, cost controls, and reporting.
- Establishes criteria for cost estimating and reporting at all points in the project life cycle, from planning to construction.
- Reviews complex project schedules, schedule logic and provide comments/update, as necessary.
- Leads project review status meetings.
- Assists Project Directors and Project Managers with project management and reporting activities.
- Develops standardized project control processes, document control processes, reporting systems, and tools to improve project execution and reporting accuracy.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Five (5) years experience in airport planning & development, airport operations, or related field.
- Must possess a valid State of Florida professional license in engineering or architecture.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.

- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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SENIOR MANAGER OF RISK AND INSURANCE

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Safety, the Senior Manager of Risk and Insurance performs supervisory and administrative work reviewing and ensuring that contractors, subcontractors, vendors, suppliers, and tenants doing business with the Authority have sufficient insurance coverage. This position obtains and maintains underwriting information for Authority-procured insurance coverages and adjusts, reviews, and negotiates property, automobile, liability, and workers' compensation claims on behalf of the Authority. This role also oversees the administrative function of the Enterprise Risk Management support team.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews contracts, procurement solicitations, leases, and other agreements to verify compliance with recommended insurance language and establish appropriate insurance limits.
- Collects, updates, and maintains underwriting data for the annual insurance policy renewal process, providing strategic recommendations for optimizing the Authority's insurance program.
- Mitigates the Authority's exposure to risk by coordinating all claims-related activities and resolving claims at the least possible cost through effective risk transfer techniques.
- Recommends and implements best practices for handling bodily injury and property claims, ensuring compliance with company policies and insurance industry regulations.
- Oversees post-loss reduction techniques such as salvage, subrogation, and rehabilitation to minimize the Authority's financial exposure.
- Manages relationships with key stakeholders, including peers, leadership, brokers, insurers, adjusters, and other third-party service providers.
- Leads the Authority's business continuity efforts by establishing frameworks for contingency planning and coordinating training and testing of those plans.
- Conducts research on internal and external risk factors, including economic, market, and regulatory risks, to inform the Authority's risk management strategies.
- Updates and facilitates the implementation of risk management policies, procedures, and forms, ensuring the continuous improvement of the records and information management function.
- Manages the administrative processes of the Enterprise Risk Management support staff, ensuring efficient workflow and compliance with established standards.

- Participates in facility inspections when necessary to assess compliance with safety and risk management protocols.
- Provides input for developing the department's annual budget and contribute to the Authority's strategic planning efforts through effective risk management practices.
- Coordinates training and outreach programs for staff and stakeholders to enhance understanding of risk management practices and compliance requirements.
- Conducts thorough audits of insurance documents and claims to ensure accuracy and adherence to established protocols and regulations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Risk Management, Business Administration, Public Administration, or related field.
- Six (6) years related experience.
- Three (3) years of supervisory experience.
- Experience in PROPworks Property and Revenue Management System or a similar risk management information system.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Risk Manager

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance coverage requirements, including property, automobile, liability, and workers' compensation claims, ensuring compliance with regulatory standards.
- Knowledge of risk management principles and practices, including loss prevention strategies.
- Skill in negotiating and managing contracts and agreements with contractors, subcontractors, vendors, and tenants to ensure sufficient insurance coverage and compliance.
- Skill in analyzing claims and claims-related data to formulate strategies for efficient resolution and cost-effective risk transfer techniques.
- Ability to supervise and mentor subordinate employees, promoting professional development and maintaining a high standard of performance within the team.
- Ability to develop and implement policies and procedures that guide the Authority's risk management and claims processes effectively.
- Skill in preparing and presenting detailed reports to senior management regarding claims status, risk exposure, and recommendations for improvement.
- Ability to stay current with industry trends, legal changes, and best practices related to risk management and claims processing.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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SENIOR MANAGER OF SECURITY COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety and Security, the Senior Manager of Security Compliance is responsible for overseeing the strategic management of Security Compliance. This role supervises Security Compliance personnel ensuring seamless coordination across various operational facets. The Senior Manager spearheads essential special projects, oversees compliance matters, and drives various security-related initiatives, fostering collaboration with aircraft operators, foreign air carriers, and airport tenants. This position involves frequent engagement and alignment with personnel from the Transportation Security Administration.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary and immediate contact for the Authority's security related activities.
- Ensures all aspects 49 CFR 1542 and revises the Airport Security Plan to ensure up to date and in line with security directives.
- Immediately initiates corrective actions for any instance of non-compliance with 49 CFR 1542, its security program, and security directives.
- Performs regular and unannounced security inspections to ensure compliance with regulations and policies.
- Investigates security-related incidents.
- Drafts responses to TSA Letters of Investigations or Action Plans.
- Responds to emergencies and TSA notifications with regards to the Airport Security Program 24/7.
- Collaborates daily with tenants, business managers, and various governmental agencies at the county, city, state, and federal levels to ensure effective communication and coordination of services.
- Oversees critical special projects as assigned, ensuring they align with strategic goals and are completed efficiently and effectively.
- Ensures compliance with all contractual and regulatory obligations. Conduct periodic audits and implement corrective actions as necessary.
- Maintains data/documentation in reports, logs, etc., as required.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Six (6) years experience in airport operations, airport security, or related field.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Criminal Justice Information Systems (CJIS) certification within 12 months of hire.
- Must complete Airport Security Coordinator training and designation within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of current cybersecurity trends and best practices.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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SENIOR MANAGER OF SYSTEMS ENGINEERING

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Services, the Senior Manager of Systems Engineering is responsible for overseeing the management of Information Technology (IT) operations, specifically focusing on the implementation and optimization of work plans that align with annual goals and the strategic plan. This role involves actively resolving operational and management issues while ensuring efficient resource utilization to meet organizational objectives and enhance overall service delivery. The Senior Manager plays a pivotal role in reviewing and modifying work plans and determining work priorities to ensure optimal coverage, responding to customer service escalations and mediating conflicts to maintain operational harmony. Additionally, the Senior Manager provides valuable technical expertise to both clients and IT staff, recommending technology solutions that align with business needs and leading initiatives for process improvements to boost efficiency and operational effectiveness across the organization.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews, develops, and modifies work plans, methods, and procedures to enhance operational efficiency; determine work priorities and create work schedules to ensure adequate staff coverage.
- Responds to customer service escalations and complaints, assisting subordinate staff with challenging assignments and mediating conflicts that arise during daily operations.
- Provides recommendations to higher-level management regarding the development of goals, objectives, and priorities for the operation, aligning them with organizational strategies.
- Provides technical expertise to clients and IT staff by identifying technology solutions that meet business needs and leading the design, development, and maintenance of supported technologies.
- Monitors and evaluates daily operations to ensure established standards and procedures are being followed effectively.
- Recommends and implements process improvements within the work group to enhance efficiency and service delivery.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience managing information technology operations, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- ITIL, CompTIA A+, CompTIA Network+ and advanced Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer hardware and software utilized in networked and web-based environments to ensure effective technology operations.
- Knowledge of information technology designs, setups, installation, implementation, and maintenance to support organizational objectives.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications, with the ability to recommend changes that improve operational efficiencies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR MANAGER OF SYSTEMS

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance, the Senior Manager of Systems ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, reliability, and value. This position oversees the maintenance and operations of a variety of mechanical and electrical systems, including baggage handling and passenger boarding systems. The Senior Manager is responsible for managing in-house trades personnel and outsourced maintenance contracts, ensuring that maintenance staff contribute to capital project development teams by providing insights on life cycle costs and reliability.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Develops and monitors departmental budgets for operations, maintenance, equipment, capital projects, and Automated People Mover (APM) Operations and Maintenance (O&M) contracts.
- Oversees the APM System Safety and Security Program Plan (SSPP) and ensure compliance with required annual Florida Department of Transportation (FDOT) safety regulations.
- Implements and monitors departmental goals and objectives to enhance operational efficiency and effectiveness.
- Develops and implements inspection and monitoring programs to assess facility conditions and protect the Authority's interests.
- Serves as Project Director for capital improvement projects, ensuring adherence to timelines and budgets.
- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.

- Manages utility expenses and develop energy management programs to optimize resource usage.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

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- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years experience in managing a maintenance operation including budget responsibilities, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

- Management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Occasionally lifting up to 60 Ibs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Frequent exposure to insects.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TALENT ACQUISITION

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Talent Acquisition plays a pivotal role in shaping and enhancing the organization's talent acquisition strategies. This senior leadership position encompasses the organization's recruitment strategy and execution, ensuring the attraction and selection of top talent across all levels. This role oversees the full lifecycle recruiting process — from workforce planning and employer branding to sourcing, interviewing, and onboarding — while also serving as the business owner for the recruiting technology platform. The position requires strong operational leadership, technology implementation expertise, and the ability to partner strategically with business leaders to anticipate talent needs and deliver exceptional candidate experiences.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Talent Acquisition Strategy & Leadership

- Develop and execute a comprehensive talent acquisition strategy aligned with company growth goals, objectives, and workforce planning needs.
- Lead the delivery of consistent, high-quality hiring experiences.
- Partner with senior leadership to forecast hiring needs and establish scalable recruiting processes.

Employer Brand & Candidate Experience

- Strengthen the employer value proposition through digital channels, social media, and candidate engagement initiatives.
- Ensure all candidates experience a high-touch, consistent, and inclusive recruitment journey.
- Build domain expertise of industry trends and talent market dynamics across the Tampa Bay region.

Full Lifecycle Recruiting

- Manage the entire recruitment process for exempt and non-exempt roles, including requisition intake, internal and external job board management, sourcing, screening, selection, offer negotiation, and onboarding coordination.

- Build and maintain diverse candidate pipelines through proactive sourcing, referrals, and partnerships with external organizations.
- Monitor and ensure compliance with all relevant employment laws and internal policies.

Technology & Process Enablement

- Serve as the primary business lead for configuration and optimization of new workforce planning, recruiting and onboarding modules.
- Collaborate with HRIS, ITS, and external implementation partners to design workflows, user permissions, and reporting structures.
- Train and support HR and hiring managers on ATS system usage to drive adoption and data accuracy.
- Leverage system analytics to track KPIs, identify bottlenecks, and recommend continuous improvement initiatives.

Metrics, Reporting & Continuous Improvement

- Define and monitor recruiting performance indicators (e.g., time-to-fill, cost-per-hire, source effectiveness, candidate satisfaction).
- Deliver regular talent market insights and dashboards to executive leadership.
- Evaluate recruitment tools, vendors, and practices to ensure continuous optimization and innovation.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Social Sciences, Behavioral Sciences, or related field.
- Six (6) or more years of experience in sourcing and talent acquisition functions
- Or equivalent combination of education, training, and experience.
- Demonstrated success managing full lifecycle recruiting across multiple locations or business units.
- Strong understanding of employment law, DE&I practices, and workforce analytics.
- Experience implementing or managing UKG Recruiting or similar ATS (Workday, iCIMS, Greenhouse, etc.).
- Must possess a valid Florida Drivers License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of HR policies, procedures, and best practices, particularly in and talent acquisition.
- Skills in establishing and maintaining effective working relationships with internal and external stakeholders.
- Ability to compile and analyze data for reporting and decision-making purposes.
- Ability to adapt to changing HR landscapes, legal requirements, and organizational needs.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TERMINAL OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Terminal Operations and Guest Experience, the Senior Manager of Terminal Operations is responsible for providing strategic leadership and management of terminal operations, ground transportation services, and the coordination of construction activities within airport facilities. This role ensures seamless operations while effectively managing the complexities of ongoing construction projects and airport activities. The Senior Manager collaborates with key stakeholders, including contractors, engineers, airlines, and government agencies, to minimize operational disruptions and enhance the overall passenger experience. Additionally, this position oversees the Airport Duty Managers and the Terminal Operations Team.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the allocation of budgets and resources, establishing policies and procedures to maintain operational continuity for section.
- Monitors daily terminal operations to ensure the smooth flow of passengers and compliance with security and regulatory requirements.
- Coordinates with airlines, TSA, and terminal tenants to address operational issues and enhance safety and efficiency across terminal activities.
- Implements and enforces airport policies and procedures related to terminal operations, aligning them with safety, security, and customer service standards.
- Conducts regular inspections of terminal facilities to identify improvement areas and promptly address operational concerns.
- Serves as the primary liaison between airport operations and construction teams, ensuring effective coordination of construction activities.
- Reviews construction plans and project timelines, providing insights on operational impacts and necessary safety measures.
- Oversees safety inspections and audits of terminal areas and ground transportation facilities to identify and mitigate potential risks.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6) years experience in airport operations, guest relations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TRAFFIC

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety & Security, the Senior Manager of Traffic is responsible for overseeing the Traffic division within the Police Department. This position ensures adherence to policies and regulations mandated by State and Federal agencies concerning traffic flow and security at the airport. Additionally, the Senior Manager oversees the Airport Resource Officer (ARO) program, manages the division's budget and operations, and collaborates with various departments and agencies to promote effective traffic management and public safety initiatives. This position also involves mentoring and training subordinate staff, addressing performance issues, and participating in leadership team activities to develop strategic goals for the division.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs oversight and responsibility for the Authority curbside management program operation, a 24-hour, seven-day a week operation.
- Directs subordinates on customer service, policy application and problem solving; and investigates employee performance issues.
- Coordinates with other departments as well as outside Local, State and Federal agencies, to include the Federal Transportation Security Administration and US Military.
- Meets daily with the Vice President to provide updates on the unit's operations and future needs.
- Manages and creates the division's budget, schedule and equipment.
- Manages customer inquiries and situations.
- Oversees security procedures relating to the Airport Security Plan and imposed by the Federal Transportation Administration.
- Serves as a member of the department and Authority leadership team coordinating activities and developing short- and long-term goals and action plans.
- Acts as Hearing Officer for grievances or other personnel actions.
- Serves as the management team member for meetings and negotiations with the union.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Business, Management, Law, Criminal Justice, or related field.
- Six (6) years experience in law enforcement or Traffic.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and practices as they apply to airport operations, including adherence to State and Federal regulations.
- Ability to analyze complex issues and develop effective solutions to enhance operational efficiency and public safety.
- Knowledge of the Airport Security Plan and Federal Transportation Administration security procedures, ensuring compliance in all traffic operations.
- Skill in budget management, including the creation, monitoring, and reporting of financial resources for the Traffic division.
- Ability to manage multiple high-priority tasks simultaneously while maintaining attention to detail and operational soundness.
- Knowledge of customer service principles and practices, enabling effective handling of inquiries and resolution of issues.
- Skill in mentoring and training subordinate staff, providing guidance and support to enhance their professional development.
- Ability to coordinate effectively with various internal departments and external agencies, including law enforcement and transportation security organizations.
- Skill in conflict resolution, acting as a Hearing Officer for grievances and facilitating negotiations with union representatives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER PUBLIC SAFETY ADMINISTRATION

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Senior Manager Public Safety Administration (PSA) oversees the Administration Unit, Evidence Unit, and Accreditation and Compliance of the Police Department. This position is responsible for providing administrative, financial, and support services to ensure the operational efficiency of the department. The PSA Senior Manager has operational control of the Evidence Unit. The PSA Senior Manager is responsible to provide guidance and direction to the Evidence Technicians and develop and revise policy to build efficiency within the unit. The PSA Senior Manager has general oversight of the Accreditation and Compliance Manager and is responsible to ensure that the department stays within accreditation standards. This position also requires departmental policies be regularly reviewed and revised to meet developing departmental needs as well as evolving Accreditation standards. The Senior Manager establishes policies and procedures, prepares budget documents, and conducts technical analyses of data, all while supervising and mentoring subordinate staff. Additionally, the role involves coordinating with internal and external agencies to ensure compliance with regulations and effective communication, as well as managing public records requests and special projects related to records management.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate analysts' and professionals' welfare and care, individual training in the conduct of their duties and mentoring
- Review subordinate analysts' and professionals' work performance; conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinate analysts' and professionals meet Authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Establishes administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel.
- Monitors, prepares and controls expenses of Departmental budgets.
- Manages and reconciles Federal seizure, State seizure, and local evidence accounts with finance department on reoccurring basis.
- Conducts technical analysis and evaluations of data using financial and police reports.
- Responds to requests for statistical information from databases and formulates and edits monthly reports.

- Coordinates with other units within own organization and external agencies/departments to ensure efficient flow of communications and service; interprets, explains, and ensures compliance with program requirements, regulations, and procedures, including coordinator/administrator for the Authority with Florida Department of Law Enforcement (FDLE) National Incident Based Reporting System (NIBRS), Florida Incident Based Reporting System (FIBRS), and Use of Force reporting.
- Oversees State sanctioned accreditation for the Department (Florida Commission for Law Enforcement Accreditation) which is based on a three-year cycle.
- Acts as department Records Custodian and oversees public records requests, sealing/expungement, and records retention in compliance with state records laws.
- Participates and represents the department in meetings concerning records management, administrative staff duties, computer software upgrades, technical workgroup meetings, and other meetings as directed.
- Serves as a subject matter expert for the department with managerial responsibility for preparing Florida Contraband and Forfeiture reports for FDLE and the Department of the Treasury.
- Coaches Administrative Specialist employees on training and development.
- Manages special projects involving records and reports assigned. Prepares descriptive reports, utilizing detailed charts and diagrams.
- Prepares detailed executive summary reports and staff proposals.
- Has a managerial understanding of the evidence intake, process, and destruction functions of the Evidence Unit.
- Administrative oversight and auditing of all public records and State Attorney records requests related to digital evidence, body worn cameras and photographic evidence.
- Participates and represents the Department in meetings concerning the Evidence Unit and its processes.
- Act as Liaison to the Florida Department of Law Enforcement (FDLE) Evidence Section regarding submission protocol and evidence processing.
- Maintains a working knowledge of all the duties and responsibilities of the Accreditation and Compliance Unit.
- Establishes administrative policies, procedures, and guidelines to ensure operational efficiency of the Administration Unit, Evidence Unit, and Accreditation and Compliance Unit.
- Provides supervision, guidance, training and motivation to assigned personnel; coordinates functions; assigns, monitors and reviews work of subordinate staff, including manager, analyst and professionals; evaluates performance and initiates correction action, as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around teams' output.

- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with the resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency when appropriate.

The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Five (5) years of complex administrative and/or clerical experience.
- Two (2) years of supervisory experience.
- Notary State of Florida Certification (Must obtain within ninety (90 days) of on-boarding.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Previous complex administrative and/or clerical experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules of the assigned department function or operation.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of public records law F.S. 119 requirements and National Incident Based Crime Reporting System guidelines.
- Knowledge and proficiency within law enforcement record management systems.
- Skill in interpretation and analysis of financial data.

- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.
- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Ability to multi-task, prioritize, and manage time effectively.
- Skill in using computers, computer-related software or programs, charting, and graphics.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Very frequent hearing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROCUREMENT AGENT

GENERAL DESCRIPTION

Under the general direction of a Senior Manager in Procurement, the Senior Procurement Agent is responsible for managing advanced procurement and contractual projects across various categories, including commodities, professional services, construction, and information technology. This position handles more complex and high-value procurements independently, performing in-depth research and document development for various solicitation methods such as competitive solicitations, government cooperatives, sole source, standardization, and quotes. The Senior Procurement Agent also develops and negotiates contracts, reviews requisitions, and processes purchase orders, ensuring compliance with established standards.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs in-depth research and document development to procure goods and services utilizing competitive solicitations such as Invitation to Bid (ITB), Reverse Auctions (RA), Request for Proposal (RFP), Invitation to Negotiate (ITN) and Request for Qualifications (RFQ), sole source, government cooperative contracts, standardization, and Invitation to Quote (ITQ).
- Analyzes cost proposals and financial data and prepares detailed management reports.
- Negotiates and develops contracts and ITB, RA, RFP, ITN, and RFQ solicitation documents, as well as coordinates and facilitates the ITB, RA, RFP, ITN, and RFQ through governing Board of approval.
- Analyzes contract terms and conditions and develops and processes change orders, amendments, and renewals, as needed.
- Reviews and processes requisitions, purchase orders and purchasing card payments.
- Utilizes contract administration software program and Enterprise Resource Planning (ERP) system.
- Prepares Board documents.
- Coordinates andoversees all meetings related to solicitations.
- Facilitates the bid and technical evaluation processes.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business Administration, Public Administration, or related field.
- Three (3) years of experience in formal contracting and procurement of goods/services.
- Certified Professional Public Buyer (CPPB); or a Certified Professional Purchasing Officer (CPPO) designation.
- Or equivalent combination of education, training, and experience.
- NIGP Certified Procurement Professional (NIGP-CPP) designation within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Experience utilizing automated procurement systems.
- Certified Professional in Supply Management (CPSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 25 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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SENIOR PROGRAM MANAGER OF STRATEGIC SERVICES

GENERAL DESCRIPTION

Under the general direction of the Director of Strategic Services, the Senior Program Manager of Strategic Services leads and coordinates cross-functional strategic programs that translate airport strategy into measurable operational, commercial, and guest-experience outcomes. This role owns program-level alignment across defined organizational strategies, operational units, commercial partnerships, and other stakeholders to deliver initiatives that improve guest experience, revenue, efficiency, and long-term resilience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Strategic Alignment:
  - Ensure that multiple projects support and drive the organization's overall strategic objectives and business goals.
  - Convert high-level strategic priorities into program roadmaps, success metrics, scope, and prioritized workstreams.
- Program Oversight:
  - Manage the full lifecycle of a program, coordinating and monitoring all constituent projects to ensure cohesive progress.
- Performance Monitoring:
  - Track key performance indicators (KPIs) to assess program success and identify areas for improvement.
  - Produce concise executive-level summaries illustrating progress, next steps and/or impacts.
- Budget and Resource Management:
  - Oversee applicable budgets and allocate resources effectively.
  - Develop capacity plans to align with timelines and operational peaks.
- Risk and Dependency Management:
  - Identify and manage potential risks and dependencies between projects to prevent issues from hindering program success.
- Stakeholder Communication:

    - Provide regular updates on program progress, challenges, and objectives to executive leadership and other stakeholders.
    - Provide oversight and direction to steering committees, task forces, and focus teams.
- Team Leadership:
    - Lead, motivate, and support project managers and team members, fostering collaboration to achieve shared program goals.
    - Provides technical guidance to project staff, conducting training and process mentoring to enhance team capabilities when embedded in focus teams.
- Process and capability building:
    - Standardize and educate the organization on strategic ideation and delivery frameworks (Agile, Design Thinking, etc.), informed decision making (DVF process, decision matrices), and inter- and intradepartmental handoff protocols.
- Regular and reliable attendance is required as an essential function of the position

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

Sound Judgement: The ability to make sound and timely decisions by analyzing and understanding situations and information clearly, by carefully examining the details. Exhibits a sense of urgency where appropriate.

Empowerment: Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through teambuilding and development, which results in individuals solving problems on their own through creativity and innovation.

Decisiveness: Thinking outside the box; taking appropriate risk when getting things done with resources available, resulting in actionable output.

Driving Innovation: Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges; develops new ways to solve problems and achieve results. Rewarding unique ideas and solutions that result in success.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree from an accredited college or university in business administration, project management, business analytics, human factors, computer science or related field

- At least five (5) years leading complex, multi-stakeholder strategic programs or portfolios in transportation, aviation, infrastructure, or similarly regulated, operation-intensive environments.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- MBA or advanced degree in a related field from an accredited college or university
- Certification in Project Management (CAPM), Certified ScrumMaster (CSM), Program Management Professional (PgMP), Agile Certified Practitioner, or similar

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KNOWLEDGE, SKILLS, AND ABILITIES

- Proven experience translating ambiguous strategic priorities into clear, actionable programs with measurable outcomes.
- Ability to develop and deliver executive briefings, written reports, presentations, dashboards, and formal documentation tailored to C-suite leaders, senior executives, operational teams, technical stakeholders, and external partners, translating complex strategic and technical information into clear, actionable guidance. Proficiency
- Proficiency in collaborative project management platforms (e.g. Microsoft Teams, Microsoft Project, Clickup) and client/customer management tools (e.g. Salesforce)
- Ability to define outcome metrics, interpret performance data, and use findings to adjust strategy and delivery on a fluid cadence
- Hands-on experience in roadmapping, asset coordination plans, and phased rollouts
- Working knowledge of governance authoring, compliance checks, and contingency plans for on-going operations
- Ability to communicate effectively orally and in writing at all levels of the organization
- Ability to establish and maintain effective working relationships with cross-functional teams and stakeholders within and outside the Authority
- Ability to handle restricted, sensitive, and confidential information
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism
- Facilitates effective meetings, workshops, and briefings, driving alignment, decisions, and documented outcomes.
- Communicates risks, dependencies, and changes proactively, maintaining trust and minimizing disruption across stakeholders.
- Skill in establishing structured communication cadences, status reporting processes, and documentation standards to ensure transparency, alignment, and accountability throughout program execution.
- Strong communication and presentation skills.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR PROJECT DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Planning & Design, the Senior Project Director represents the Authority in the administrative, operational, and technical details of ongoing design activities. It provides oversight of project-related communication between Authority staff, design consultants, the Authority's Consulting Engineer, tenants, and airport users on airport development projects. This position oversees the planning and design elements of capital improvement projects. The position is responsible for ensuring that, from an operational and functional aspect, all design elements are fully coordinated with Airport stakeholders, including meeting all Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory and operational requirements, at a minimum. This position ensures that the design of all projects is proceeding according to the Authority's goals, objectives, policies, procedures, and processes and that all schedule and budget requirements are me

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SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Manages capital improvement projects and other assignments, including coordination and oversight of Architectural/Engineering (A/E) and Design-Build (DB) firms and coordination with key stakeholders, including other Authority Departments and tenants.
- Monitors, controls, and reports on project budgets and schedules and prepares project management plan updates as required to manage the project.
- Reviews and approves A/E and DB design invoices.
- Prepares and reviews project status reports with department management.
- Reviews and approves design progress deliverables, including drawings and specifications, at designated intervals (e.g., 15, 30, 60, 90, and 100%).
- Leads design coordination and review meetings.
- Ensures the Authority’s design criteria are implemented in the project’s design.
- Interprets design questions from contractors and Authority construction personnel. Participates in construction progress meetings.
- Oversees any redesign activities and participates in the final inspection and acceptance of the project.

- Coordinates with design consultants to obtain required regulatory permits and design approvals as needed.
- Coordinates and establishes effective working relationships with other Authority departments, coordinates with governmental and code agencies, and assists in design administration duties.
- Holds project team meetings with stakeholders during the design process and keeps stakeholders updated and informed as the project moves through the design phase of each project.
- Performs review of tenant work permit plans and specifications
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Architecture, Engineering, or related field.
- Six (6) years experience in the design and/or management of infrastructure, facility projects or related field.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management methods and practices.
- Knowledge of federal, state, and local codes, laws, regulations, and ordinances about public infrastructures, building and zoning codes, safety codes, environmental permitting, and real estate.
- Knowledge of the development of plans and specifications.
- Knowledge of civil and architectural, structural, electrical, and mechanical engineering disciplines related to facilities projects.
- Knowledge of applicable State and County policies, rules, standards, and practices as applicable to procurement and contracts.
- Knowledge of department policies and procedures.
- Knowledge of project programming, scheduling, and estimating.
- Knowledge of Consultant's Competitive Negotiation Act (CCNA), consultant rates, fees, and cost structures.
- Knowledge of budgeting and fiscal policies.
- Knowledge of computer applications for engineering and architectural modeling, design, and drafting.
- Skill in visualizing spatial relationships and physical requirements.
- Skill in contract negotiation.
- Skill in engineering and/or architectural design.
- Ability to recognize and resolve potential engineering, architectural, and construction problems and site development issues.
- Ability to plan, organize, and supervise the work of others.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting
- Occasional walking & standing
- Constant typing
- Occasional use of car/light truck

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SENIOR PROJECT PAYABLES SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Senior Project Payables Administrator will process all the project and equipment purchases across the Authority. Performs at a full performance level with items of great complexity and high volume.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Audit and process construction pay applications, design, owner direct purchase, equipment and miscellaneous invoices on a yearly basis. Conducts annual physical inventory counts of the capitalized equipment.
- Track and monitor approximately construction pay applications, design, owner direct purchase and equipment invoices on a yearly basis for compliance with the Prompt Payment Act. Payments need to be made within a certain number of business days to avoid receiving an interest penalty that needs to be paid to the vendor.
- Audit and process owner direct purchase invoices on a weekly basis.
- Monitors Oracle workflow approvals to ensure payments are made on time since project payments are only made once a month.
- Update purchase orders for reclasses (moving costs amongst projects or tasks within the same project). This is inclusive of costs and commitments.
- Process project and equipment related re-classes and credit memos.
- Prepare year-end audit schedules (retainage held, accruals for design invoices, construction pay applications and miscellaneous invoices) for the external auditors.
- Verify accuracy of change orders and amendments. One of the approvers needed before change orders and amendments are processed.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Three (3) years related experience
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with construction management software (Prolog, Primavera).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CIP processes and related financial management principles.
- Ability to perform detailed financial analysis and reconciliation between various accounting systems and project management software.
- Knowledge of federal and state grant management processes, including eligibility requirements and reporting obligations.
- Skill in advanced Microsoft Excel, including the ability to create complex spreadsheets and perform data analysis.
- Knowledge of computer operations using accounting and spreadsheet applications
- Ability to use word processing, spreadsheet, database and related software applications
- Ability to establish and maintain effective working relations with others within and outside own organization
- Ability to collect, organize and analyze data and develop logical conclusions

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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SENIOR PROPERTY CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Materials Management Manager, the Senior Property Control Specialist is responsible for managing central receiving, distribution, and inventory utilized by various Authority departments. This role creates and maintains an inventory of organizational assets and inventory, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and overseeing the disposal of organizational assets tracking the movement of assets within the organization, overseeing the disposal of organizational assets, performs receiving and delivery of goods to customer departments, researching inventory needs, obtaining supplier quotes, and ensuring compliance with inventory control measures.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs receiving and delivery of goods to customers from departments across the Authority, as needed.
- Performs checks when receiving deliveries for damage, verifying quantities, and receiving into the Authority's Enterprise Resource Planning ERP system.
- Oversees, establishes and maintains methods, procedures, and records to account for inventory and equipment purchases using the Authority's ERP system.
- Maintains current records for a wide variety of accountable inventory, equipment and materials.
- Performs reporting out of the Authority Inventory Management System, including daily, weekly, and monthly reporting, as required, including but not limited to, cycle counts, min-max reports, and Materials Management Key Performance Indicators (KPIs).
- Assists with testing of ERP system upgrades and patches and technical issue resolution.
- Assists with keeping inventory control systems up to date and plans future warehouse capacity requirements.
- Maintains an inventory of parts and equipment on hand.
- Coordinates with property custodians to ensure all property is accounted for.
- Research specifications to assist in determining appropriate inventory to purchase and prepare requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.

- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Initiates forms for the transfer of equipment.
- Disposes of surplus property and accounts for all funds generated through these sales, including preparing Board documents.
- Reviews and makes recommendations to improve warehousing functions and inventory control.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in warehousing, and/or property control.
- Or equivalent combination of education, training, and experience.
- Forklift certified or able to become forklift certified.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property control and inventory procedures to effectively manage and track organizational assets.

- Knowledge of rules and regulations governing the disposal of surplus property to ensure compliance during transactions.
- Knowledge of purchasing, storekeeping, and property control practices to optimize inventory management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 60 Ibs
- Frequent pushing, pulling & dragging
- Continuous typing
- Frequent use of van/medium-duty truck
- Regular use of a computer monitor

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SENIOR REAL ESTATE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Properties and Airline Affairs, the Senior Real Estate Project Manager is responsible for projects from inception through completion, conducting negotiations, contract writing and interpretation, and team leadership. This position operates within tight timelines and has a high attention to detail and full accountability to achieve objectives. The incumbent provides business and technical analysis, contract expertise, and impeccable customer service to internal and external customers in compliance with regulatory and airport policies and procedures to meet business, contract, and revenue goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, drafts, analyzes, interprets, and manages aeronautical and non-aeronautical leases, use and lease agreements, operating agreements, letters of intent, memoranda of understanding, and airline-related service agreements.
- Proactively manages and takes accountability for documents through the Board/CEO approval process, including drafting Board documents, gathering necessary documents, and tracking internal approvals.
- Works with internal and external departments and legal counsel to ensure contractual compliance with Federal, State, local rules and regulations and Authority policies and procedures.
- Manages projects to include successful onboarding of airlines and airline support companies.
- Acts as a liaison between Authority and airline support tenants.
- Coordinates site visits and provides meaningful insight as to how proposed actions may impact airline and airline support tenants.
- Establishes effective project/program outcomes, creates project schedules, and takes responsibility for successful completion of project.
- Interacts with stakeholders to identify and meet contractual and facility needs, including site visits on airport property.
- Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.
- Establishes effective project/program outcomes and schedules.
- Prepares and monitors project budgets, monitors allocated funds, and controls expenses.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, or related field.
- Three (3) years experience in contract writing and program/project management.
- Or an equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Paralegal and/or airline/airport experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of airport operations, with demonstrated emphasis on interactions and relationships between the airport, airlines, and ground handlers.

- Knowledge of real estate development.
- Knowledge or project management principles and methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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SENIOR SYSTEMS BAGGAGE OPERATOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Supervisor, the Senior Systems Baggage Operator oversees the daily operations of specialized automated equipment, including conveyors and other electro-mechanical systems, within the baggage handling system. The operator develops and updates maintenance policies, monitors compliance with safety standards, and prepares reports to maintain accurate records of operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversee the daily operations of the Baggage Handling Systems (BHS), assigning staffing locations and responding promptly to equipment failures.
- Assists with contingency operations to minimize disruptions and impacts on customers during baggage processing.
- Plans job layouts and estimates materials, determining necessary equipment and tools for maintenance personnel to perform tasks.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of BHS assets.
- Creates requisitions for equipment, tools, and materials to ensure timely procurement for maintenance and operational needs.
- Assists in developing contract specifications and monitor contractor performance to ensure compliance with maintenance and construction requirements.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Very frequent lifting up to 50 lbs or more.
- Frequent bending, stooping.
- Pushing, pulling & dragging up to 6 hours per day.
- Occasional reaching overhead.
- Frequent kneeling, crawling & climbing.
- Occasional typing.
- Occasional exposure to extreme weather & chemicals.
- Frequent exposure to insects.
- Navigate frequently heights & confined areas.
- Occasional use of car/light truck & heavy equipment.
- Frequent use of power tools & golf cart.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SENIOR TRAFFIC SPECIALIST

GENERAL DESCRIPTION

Under the general direction of a Traffic Supervisor, the Senior Traffic Specialist will perform team lead duties over Traffic Specialists in addition to providing information, public assistance and guidance to the public while enforcing parking laws and maintaining safety and control of vehicle and pedestrian traffic on airport arrival and departure drives, and other airport areas. The traffic division enforces airport parking laws and regulations and assists with Transportation Security Administration (TSA) transportation compliance requirements.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs team lead duties in a Public Safety and Security Department Police Traffic Division.
- Prepares daily and monthly work schedules, memorandums, correspondence, interoffice communications, etc.
- Directs and controls vehicular traffic on Aviation Authority terminal curbside drives and at checkpoint areas crossing taxiways.
- Completes written reports and required forms in accordance with standard operating procedures and directives.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Enforces parking regulations by issuing citations as necessary, maintaining order and compliance within the airport's parking facilities.
- Reassigns personnel as needed to maintain efficient public access to the airport.
- Trains and assists newly hired personnel.
- Assists with oversight of maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.
- Operates required communications equipment.

- Facilitates impounding of vehicles found in violation of airport parking regulations.
- Conducts regular inspections of traffic areas to ensure compliance with established safety standards and identify potential hazards.
- Engages in community outreach efforts to educate the public about traffic regulations and safety initiatives at the airport.
- Maintain accurate records of traffic incidents, citations issued, and other relevant data for reporting and analysis purposes.
- Assumes the authority of, and act on behalf of the Traffic Supervisor, as required.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or valid equivalent.
- Three (3) years experience in related field.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport traffic rules and regulations to ensure compliance and safety in managing vehicular movement within the airport.
- Knowledge of airport security protocols and procedures, enabling effective enforcement of safety measures and regulations.
- Skill in directing and controlling vehicular traffic to maintain safe and efficient flow on airport terminal curbside drives and taxiways.
- Ability to operate a tow truck and other airport vehicles safely and efficiently while performing traffic management duties.
- Knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Skill in the use of Word, and Outlook.
- Ability to plan, organize and oversee the work of others.
- Ability to engage with the community through outreach efforts, educating the public on traffic regulations and promoting safety initiatives at the airport.
- Ability to remain calm and make sound decisions under pressure and in the absence of supervision.
- Ability to train all personnel on company applications and procedures.
- Ability to use initiative and exercise sound judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political

affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SERVICE DESK TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the Service Technician I provides technical support for hardware and software services to the Authority. This position is tasked with supporting the resolution of basic incidents and requests under close supervision in one or more of the following areas: service desk support, desktop and peripheral support, mobile device support, application support, airline common use hardware and software support, and network support.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for internal users over the phone, email, or in-person.
- Provides prompt technical support to end-users and peers via phone, email, instant messaging, or in person while handling all communications efficiently and professionally.
- Provides timely and accurate resolutions, including troubleshooting hardware and software issues, network connectivity problems, and system errors.
- Documents all support interactions and resolutions in the ITS ticketing system, ensuring thorough and accurate record-keeping.
- Escalates unresolved issues to the appropriate ITS teams for further investigation and resolution.
- Collaborates with ITS colleagues to identify recurring issues and implement proactive solutions to prevent future incidents.
- Documents learned knowledge and resolved issues by writing and maintaining knowledge base articles to support knowledge sharing and continuous improvement within the team.
- Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.
- Delivers occasional department presentations to various audiences.
- Provides backup and support to other ITS teams as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The Authority reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic technical skills related to hardware, software, and peripheral devices which includes operating systems, applications, network technologies, and security concepts.
- Knowledge of organization and time management techniques to manage multiple tasks and prioritize effectively in a dynamic work environment.
- Knowledge of the ITIL framework and its relevance to IT service management and operations.
- Ability to collect, organize, and analyze data while employing critical thinking skills to distinguish relevant information and make logical decisions.
- Knowledge of departmental disciplines such as desktop support, mobile device management, server administration, security, audio-visual technology, or networking.

- Skill in applying new technologies, soft skills, and updated procedures to enhance performance and service delivery.
- Ability to understand and follow specific instructions, priorities, policies, and procedures for effective task execution.
- Knowledge of vulnerability identification, remediation techniques and applications relevant to IT security.
- Ability to troubleshoot supported Windows operating systems effectively.
- Knowledge and skill in troubleshooting Microsoft Office products and software installations.
- Ability to engage in creative and original thinking to solve problems and enhance processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 60 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SERVICE DESK TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the Service Desk Technician II is responsible for providing technical support for hardware and software services to the Authority. This role requires the ability to help resolve complex work problems across various areas, including service desk support, desktop and peripheral support, mobile device support, application support, and network support with minimal supervision.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for internal users seeking technical assistance via phone, email, or in-person.
- Performs remote troubleshooting through diagnostic techniques and pertinent questions.
- Determines best course of action to resolve the users issue.
- Escalates unresolved issues to the appropriate IT teams for further investigation and resolution to ensure user satisfaction.
- Follows up and updates user on status of issues.
- Documents all support interactions and resolutions in the IT ticketing system, ensuring thorough and accurate record-keeping for future reference.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.

- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 60 lbs

- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SOFTWARE ENGINEER II

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Software Engineer II is responsible for designing, developing, testing, and maintaining high-quality software that meets business and customer needs. This role involves creating features and capabilities for end users, whether external customers or internal employees, as well as configuring and customizing vendor-provided packaged software. The Software Engineer II supports multiple applications across various domain areas, including ERP, GIS, Interfaces, Data Analytics, API, and Cloud Services. This position performs work independently, collaborate with consulting resources, share information, and assist others with work orders to ensure successful project outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Writes high-quality code that meets customer needs, emphasizing simplicity, clarity, and testability.
- Participates in code reviews and utilize collaborative programming techniques to promote high-quality business outcomes.
- Investigates and propose solutions to development and design challenges.
- Participates in scope of work estimation and forecasting for projects.
- Conducts analysis to determine integration needs and design and plan integrations effectively.
- Implements unit and integration tests and conduct functional and performance testing where appropriate.
- Develops reusable software building blocks to enable faster delivery and enhance efficiency.
- Improves the performance of existing software by diagnosing and resolving critical issues.
- Prepares technical documentation, including software design evaluation plans, test results, and technical manuals.
- Provides support and troubleshoot issues in production environments, ensuring minimal disruption to business operations.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Three (3) years of related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc.
- Experience with Agile/Scrum development methodologies.
- Experience with microservices architecture and containerization.

KNOWLEDGE, SKILLS, AND ABILITIES

• Knowledge of development platforms (e.g., Oracle Cloud, Azure, etc.) and cloud services.
• Experience with relational databases (e.g., SQL, PL/SQL) and data management.
• Experience in building APIs for both internal and external products.
• Experience developing for multiple operating systems and platforms.
• Experience with software development lifecycles and agile development methodologies.
• Knowledge of software testing principles and methodologies to ensure high-quality deliverables.
• Knowledge of security best practices in application development to safeguard data and systems.

• Knowledge of context for code, codebase, and its relation to business objectives.
• Experience communicating complex technical information to various stakeholders.
• Experience working on a team as well as working autonomously.
• Growth mindset and a willingness to learn new skills, technologies, and frameworks.
• Ability to establish and maintain effective working relationships with others within and outside the Authority.
• Ability to handle restricted, sensitive, and confidential information.
• Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SOFTWARE ENGINEER III

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Software Engineer III is responsible for designing, developing, testing, and maintaining high-quality software that meets business and customer needs. This role involves creating features and capabilities for end users, whether external customers or internal employees, as well as configuring and customizing vendor-provided packaged software. The Senior Application Developer supports multiple applications across various domain areas, including ERP, GIS, interfaces, Data Analytics, APIs, and Cloud Services. This position works independently on projects and leads projects performed by Application Developers.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads and monitors project work that requires application development efforts, ensuring timely and successful completion.
- Leads code reviews and utilize collaborative programming techniques to promote high-quality business outcomes.
- Writes high-quality code that meets customer needs while emphasizing simplicity, clarity, and testability.
- Investigates and proposes solutions to development and design challenges, ensuring alignment with business goals.
- Determines the scope of work, including estimation and forecasting for application development tasks.
- Conducts analysis to determine integration needs and design and plan integrations effectively.
- Implements unit and integration tests, as well as conduct functional and performance testing where appropriate.
- Develops reusable software building blocks to facilitate faster delivery of applications.
- Improves the performance of existing software by diagnosing and resolving critical issues in a timely manner.
- Prepares comprehensive technical documentation, including software design evaluation plans, test results, and technical manuals.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of experience in software application development, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of one or more coding languages, such as Java or Apex, with a focus on best practices in software development.
- Knowledge of cloud development platforms and similar technologies.
- Knowledge of software development lifecycles and methodologies.
- Knowledge of software testing principles and methodologies to ensure high-quality deliverables.
- Knowledge of security best practices in application development to safeguard data and systems.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SOFTWARE ENGINEERING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Software Engineering and PMO, the Software Engineering Manager is responsible for directing the design, development, implementation, and support of the Authority's business requirements and applications, including integrations, data analytics, reports, and dashboards. The Software Engineering Manager interprets functional requirements, ensure the creation of technical specifications and design documentation, and oversees development and unit testing while adhering to SDLC and change management processes. Additionally, this role includes managing data migrations and archiving, configuring and supporting integrations with third-party products and cloud applications, and providing ongoing support, fixes, and enhancements for existing applications and products.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Organizes and leads workshops, seminars, and hackathons to promote knowledge sharing and encourage the adoption of new technologies and techniques within the development team.
- Monitors the performance of applications post-implementation to identify areas for enhancement and ensure ongoing system efficiency.
- Collaborates with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables meet organizational needs.
- Ensures that business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and manages risks associated with application development projects, implementing mitigation strategies to minimize impact on project timelines and outcomes.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in application development and quality assurance testing, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- At least one advanced technical certification in the areas of Cloud, Object Oriented Programming, Enterprise Architecture or Data, etc. as well as certification in project leadership such as: PMI, CSM, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SOLUTIONS ARCHITECT

GENERAL DESCRIPTION

Under the general direction of the Director Software Engineering and PMO, the Solutions Architect is responsible for providing technical leadership, expertise, and guidance related to architectural standards, design, development, integration, and implementation of software solutions that enable the Authority's business partners to achieve their objectives. This role leads the organization's Enterprise Resource Planning (ERP) strategy design and execution, ensuring alignment with business processes and objectives. The Solutions Architect executes strategic planning, manages implementation initiatives, and drives continuous improvement of ERP solutions to optimize data integrity, operational efficiency, and business outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops comprehensive application solution architectures that align with business objectives, utilizing best practices and industry standards. Define system components, modules, integrations, data models, and workflows.
- Collaborates with business stakeholders to gather, analyze, and prioritize functional and technical requirements, translating business needs into technical specifications and design documentation.
- Designs and implements seamless integrations between ERP systems and other enterprise applications, databases, and third-party platforms, ensuring data consistency, integrity, and security across integrated systems.
- Provides technical leadership and guidance to development teams throughout the ERP implementation lifecycle, mentoring junior architects and developers to foster a culture of innovation and excellence.
- Creates and maintains comprehensive architectural documentation, including design diagrams, architecture frameworks, and implementation plans, to support knowledge sharing and project continuity.
- Oversees the end-to-end implementation of ERP solutions, including configuration, customization, testing, deployment, and post-implementation support, ensuring timely delivery within budget and quality standards.

- Identifies opportunities to optimize ERP system performance, scalability, and reliability by implementing performance tuning strategies, monitoring system metrics, and conducting periodic reviews.
- Assesses risks associated with ERP implementations and develops mitigation strategies to address potential issues, ensuring compliance with regulatory requirements, data security standards, and organizational policies.
- Provides training and support to end-users and technical staff to ensure effective use of ERP systems and adherence to best practices.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in software application development, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Relevant certifications such as The Open Group Architecture Framework (TOGAF), Systems Applications, and Products (SAP) in Data Processing, Certified Application Architect, or Oracle Certified Master.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of ERP platforms such as SAP, Oracle, Microsoft Dynamics, or similar systems.
- Knowledge of ERP implementation methodologies, tools, and technologies.
- Knowledge of industry best practices and emerging trends in ERP systems and enterprise architecture.
- Knowledge of data management and governance practices to ensure data integrity and security within ERP systems.
- Ability to develop comprehensive documentation, including architecture designs, specifications, and implementation plans.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF FINANCIAL OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Senior Manager of Financial Operations oversees payroll, accounts receivable, and revenue for the Authority. This role serves as a critical resource to the Director of Finance in executing strategic and process improvement initiatives while interpreting and communicating relevant regulations and procedures. Additionally, they coordinate with various stakeholders to provide solutions and resolve conflicts, ensuring smooth operational processes. This position will be responsible for the proper recording and invoicing of all tenant and Authority revenue.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strategic oversight and comprehensive management of the Authority's entire payroll process, ensuring alignment with organizational policies, regulatory compliance, and operational efficiency.
- Provides authoritative guidance to cross-departmental leadership, including Finance and Human Resources, on payroll-related laws and compliance matters, proactively shaping policies and practices across the Authority.
- Interprets and articulates complex payroll regulations, policies, and procedures to internal and external stakeholders; serves as a senior representative of the Authority and payroll function at organizational meetings, regulatory forums, and public events.
- Maintains enterprise-wide compliance with federal and state regulatory requirements; leads coordination efforts with external agencies and internal departments to streamline communication, enhance service efficiency, and reduce risk exposure.
- Leads and validates the Authority's end-to-end billing processes, ensuring all invoicing activities are accurate, timely, and aligned with financial policies, contractual obligations, and audit standards
- Provides high-level oversight of monthly tenant activity reporting, verifying accuracy and consistency while fostering strong partner relationships and safeguarding the Authority's financial reporting standards.
- Supports the annual rates & charges process, including reviewing the setup and administration of all contract changes, air service incentive program (ASIP) participants, and new tenant relationships.
- Coordinates the execution of the monthly collections process, maintaining

procedural integrity and ensuring past due accounts are addressed with diligence, transparency, and alignment with the Authority's financial practices.
- Oversee proper collection of annual Passenger Facility Charges (PFC) to ensure compliance with Federal guidelines.
- Partners in the planning and execution of ERP system upgrades, offering oversight, testing leadership, and administrative guidance to drive functionality, data integrity, and long-term system performance.
- Manages the Authority's inbound revenue strategy, including adherence to standard procedures, audit recommendations, and future process improvements.
- Oversee financial performance and reporting for parking, ground transportation, and pre-book parking programs, ensuring accuracy in revenue tracking, forecasting, and variance analysis.
- Collaborates with operations, commercial, and technology teams to support data-driven decisions that optimize revenue generation and enhance customer accessibility in parking and mobility services.
- Reviews monthly bank reconciliations and account statements to ensure accuracy, identify discrepancies, and verify compliance with internal controls and financial policies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Six (6) years experience in accounting, finance or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Accounting, Finance, or a related field.
- Certified Public Accountant

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers Compensation laws.
- Strong knowledge of accounting principles, particularly as they relate to payroll and financial reporting.
- Knowledge of payroll software and systems (e.g., ADP, Paychex, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism**.**

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Frequent typing

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF FINANCIAL PLANNING & ANALYSIS

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Sr. Manager of Financial Planning & Analysis is responsible for overseeing the budgeting and financial planning for the Authority. This includes managing the annual operating budget process, from setting guidelines and timelines for the executive team to producing the budget book and supporting analysis for the Board. The role also involves managing budget amendments and the capital equipment budget and reallocating funds as needed throughout the fiscal year. Additionally, the Budget Manager reviews and updates budget-related policies and procedures, manages multi-year cash projections for the Authority's accounts, and makes recommendations regarding debt issuance timing and sizing.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads the preparation and review of comprehensive budget analyses, directing leadership throughout the Authority to ensure consistency, alignment with organizational objectives, and support for informed, data-driven decision-making
- Creates and presents comprehensive budget guidelines for executive leadership, driving alignment between fiscal policy, operational needs, and strategic vision
- Direct, research, and compile data for the budgeted business plan, as well as actual rates and charges, supporting signatory airlines recognized net investment and the Authority’s investment return summaries.
- Evaluates and updates budget policies and procedures, offering expert support and direction to Authority staff to ensure consistency, accuracy, and fiscal accountability.
- Coordinates budget-related documents for presentation to the airlines and the Authority’s Board.
- Oversee the equipment budget and create, distribute, and summarize departmental operating and equipment budget submission forms while providing training and guidance to Authority staff.
- Manage the execution of debt service transfers across bonds in partnership with the master trustee, and generates comprehensive financial data for sinking and reserve fund monitoring.
- Prepares detailed monthly multi-year cash projections for the Authority's cash accounts, covering cash needs and funding sources for its capital program, including grants, fees, and bank notes, while recommending timing and magnitude for bond issuances.

- Directs the preparation of the annual enplanement and passenger facility charge collection projections for Federal Aviation Administration reporting requirements.
- Analyzes trends and develops financial models to evaluate pricing strategies, contract performance, and capital planning related to operations.
- Maintain and update the Authority's 25-year financial model, incorporating capital planning, debt service, and operating projections to support strategic decision-making and long-range financial sustainability.
- Manages all financial aspects of the Customer Facility Charge (CFC) program, including revenue tracking, debt service analysis, fund compliance, and long-term financial planning for facility-related obligations.
- Directs the development and implementation of the Authority's cost allocation strategy to ensure equitable distribution of expenses across funds, programs, and departments in accordance with accounting standards, regulatory requirements, and Authority directives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Six (6) years experience in accounting, finance or related field
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree – Accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers Compensation laws.
- Strong knowledge of accounting principles, as they relate to payroll and financial reporting.
- Knowledge of payroll software and ERP systems (e.g., Oracle, UKG, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional bending, stooping & climbing
- Frequent typing

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STAFF ACCOUNTANT

GENERAL DESCRIPTION

Under the general direction of the Finance Revenue & Contract Administrator, the Staff Accountant maintains and reconciles the general ledger to ensure the accuracy of financial records. The role works with various departments to address financial activities and offer insights on accounting matters. Additionally, the role includes assisting in the preparation of financial statements, reports, and audits, and utilizing various software applications for financial analysis and reporting.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs general ledger account reconciliations to identify discrepancies and ensure data integrity.
- Supports the accounts payable process, including invoice verification, data entry, and payment processing.
- Assists in the accounts receivable process, including invoicing, collections, and maintaining customer account records.
- Prepares and posts journal entries for various transactions, ensuring timely and accurate recording.
- Conducts monthly and year-end closing activities, assisting in the preparation of financial reports.
- Supports the budgeting process by gathering and analyzing financial data, preparing variance reports, and assisting with adjustments.
- Assist in the preparation of tax returns and compliance documentation as needed.
- Monitors and analyzes financial transactions to ensure compliance with internal controls and policies.
- Participates in internal and external audits by providing necessary documentation and assistance to auditors.
- Provides support in the implementation of accounting software and tools to enhance efficiency.
- Assists in training and onboarding new accounting staff, sharing knowledge of processes and procedures.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Frequent typing

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SUSTAINABILITY & RESILIENCE PROGRAM DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Sustainability & Resilience Program Director is responsible for oversight, execution, monitoring, and reporting for the Authority's Sustainability and Resilience initiatives. This position fosters and facilitates a culture of sustainability and resilience throughout the Authority while serving as the lead representative for sustainability and resilience programs and initiatives. The Sustainability and Resilience Program Director will coordinate with project directors, develop and complete the Sustainable Design Criteria Manual (SDCM) checklists for each project, provide a range of cost estimates and cost-benefit data, work with designers and contractors, and monitor project implementation, execution and accountability.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Establishes and leads a team of Authority representatives (and interested tenants) to collaborate on sustainability and resilience issues.
- Oversees sustainability- and resilience-related projects and studies including but not limited to planning, design and construction projects.
- Coordinates with marketing and communications teams to prepare and execute communications programs to include collateral items, presentations, and special events related to sustainability and resilience programs and activities.
- Acts as a liaison for the Authority to gather ideas and sponsor events (such as TECO, Tampa Bay Regional Resiliency Coalition, Tampa Bay Clean Cities Coalition, etc.) to leverage and expand the Authority's cooperation with other local, state, and regional sustainability and resilience organizations and companies.
- Conducts benchmarking analysis and environmental and culture assessments to aid in program development.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Sustainability, Planning, Environmental Management, Engineering, or related field.
- Five (5) years experience in environmental engineering for an airport, or similar industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Sustainability, Planning Environmental Management, Engineering, or related field.
- Prior work experience with sustainability and resilience program(s).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of sustainability and resilience programs.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.

- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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SYSTEMS AUTOMATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Automation Manager ensures the operation of the Authority's Baggage Handling Systems (BHS) and associated control systems. The Systems Automation Manager oversees the Airport Systems Automation Technicians (ASAT), manage vendor support contracts, and develops budgets to support machine-level controls and vendor services. Additionally, this position conducts quality assurance inspections, coordinates contractor performance, and oversees training programs for technical personnel.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensures that the BHS operates effectively, meets TSA certification requirements, and aligns with design specifications.
- Manages the performance and technology of the BHS and other airport equipment as needed.
- Administers Asset Performance Management (APM) contracts and oversee APM operations to ensure optimal functionality.
- Provides support to Senior Manager in their absence, maintaining operational continuity.
- Reviews and analyzes BHS performance metrics to identify areas for improvement.
- Coordinates with TSA and other regulatory agencies on performance and operational issues.
- Conducts inspections of all Authority facilities to verify contractor job performance and compliance with standards.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering or a related field.
- Four (4) years experience in maintenance of a large facility with high level controls and computer programming on automated conveyance equipment, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport TSA security regulations and compliance standards.
- Knowledge of accepted methods, practices, and procedures for the repair and maintenance of BHS and associated equipment.
- Knowledge of safety practices and principles related to the repair and maintenance of airport automated systems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting.
- Frequent lifting up to 50 lbs or more.
- Frequent bending & stooping.
- Occasional pushing, pulling & dragging.
- Frequent reaching overhead.
- Occasional kneeling & crawling.
- Constant climbing.
- Constant typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals and insects.
- Navigate occasionally heights & confined areas.
- Constant use of car/light truck.
- Occasional use of heavy equipment & power tools.

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SYSTEMS AUTOMATION TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Systems Automation Manager, the Systems Automation Technician provides analysis, design, development, testing, implementation, management, and repair of automated Programmable Logic Controller (PLC) and computer-controlled systems at the airport. This role involves troubleshooting and maintaining critical automated systems, including the automated baggage system, , and airplane passenger loading bridges (jet-ways). The technician will also conduct post-incident analyses, recommend preventive maintenance actions, and implement improvements to existing software and programming.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes, programs, designs, implements, operates, troubleshoots, and maintains critical automated airport systems.
- Programs, tests, edits, and troubleshoots proposed hardware and software changes to complex airport systems using PLC ladder logic.
- Justifies and documents proposed changes to certified systems for approval by the Department of Homeland Security and management before implementation.
- Conducts post-incident analysis of automated system issues to identify root causes and corrective actions.
- Provides recommendations for improved preventive maintenance actions to enhance system reliability.
- Implements improvements to existing software reporting and programming to optimize performance.
- Develops contingency plans to mitigate the impact of future occurrences of system issues.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering
- Five (5) years of experience in the operation and maintenance of mechanical, electrical and electronics equipment
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of software applications installation, operation, testing, and maintenance methods for PLCs, Human Machine Interface software, and data historian software such as RSLogix, RSView, and SQL Server.
- Knowledge of airport TSA security regulations and compliance standards.
- Knowledge of accepted methods, practices, and procedures for the repair and maintenance of BHS and associated equipment.
- Knowledge of safety practices and principles related to the repair and maintenance of airport automated systems.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Knowledge in the use of specialized test equipment and tools used to diagnose and repair computer-controlled airport operations support systems and equipment.
- Ability to read, review, and interpret technical reports, contracts, specifications, and plans.
- Ability to train users in computer concepts and applications, and to provide technical assistance to computer staff.
- Knowledge of the parts requirements and inter-changeability of parts between various pieces of equipment.
- Ability to work effectively with others.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting.
- Lifting up to 50 lbs or more.
- Frequent bending & stooping.
- Occasional pushing, pulling & dragging.
- Frequent reaching overhead.
- Occasional kneeling & crawling.
- Constant climbing.
- Occasional typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals, and insects.
- Navigate occasionally heights & confined areas.
- Constant use of car/light truck.
- Occasional use of heavy equipment & power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS BAGGAGE OPERATOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Supervisor, the Systems Baggage Operator maintains the efficiency of the airport baggage system by ensuring it is clear of blockages and functioning properly. This role involves clearing baggage jams according to safety protocols, performing accurate inspections for missing baggage, and resolving any issues within the baggage handling system.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Clears baggage jams in the airport baggage system while adhering to established safety protocols and procedures.
- Performs accurate inspections for missing baggage and resolve issues within the baggage handling system.
- Monitors and maintains the operational efficiency of the baggage system, ensuring it is free from blockages.
- Operates conveyor belts and other equipment for the movement of baggage and cargo.
- Drives golf carts on the ramp to transport baggage and equipment as needed.
- Cleans work sites upon completion of tasks to maintain a safe and organized environment.
- Assists electricians with the installation and repair of electrical wiring, fixtures, and related equipment.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Very frequent lifting up to 50 Ibs or more.
- Frequent bending, stooping.
- Pushing, pulling & dragging up to 6 hours per day.
- Occasional reaching overhead.

- Frequent kneeling, crawling & climbing.
- Occasional typing.
- Occasional exposure to extreme weather & chemicals.
- Frequent exposure to insects.
- Navigate frequently heights & confined areas.
- Occasional use of car/light truck & heavy equipment.
- Frequent use of power tools & golf cart.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS ENGINEER I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems Engineering, the Systems Engineer I is responsible for installing and configuring systems, server hardware, and software, as well as maintaining and repairing various hardware and software issues. This position provides technical support for advanced server and system services that serve the Authority and work independently to resolve problems in areas such as servers, systems, storage, software, and peripherals. Additionally, the Systems Engineer I serves as an escalation point for issues that cannot be resolved by lower-tier support staff, ensuring effective problem resolution and operational efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides technical support for server hardware and software services for the Authority.
- Performs basic setup, installation, and configuration of operating systems, including both hardware and software components.
- Creates and manages user directories and files on server platforms to ensure organized and secure access.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assists with troubleshooting, maintenance, and repair of operating systems and applications, ensuring minimal disruption to users.
- Assists with backup and recovery processes to protect organizational data and ensure business continuity.
- Assists in evaluating and recommending various software and hardware solutions to meet user needs and enhance operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate support of servers, systems, software, peripherals and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting over 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SYSTEMS ENGINEER II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems Engineering, the Systems Engineer II leads the design, implementation, and optimization of complex systems, server hardware, and software solutions. This position provides high-level technical support for critical server and system services, proactively diagnosing and resolving advanced issues across the infrastructure. The Systems Engineer II also mentors lower-tier support staff and serves as a key escalation point for complex problems, ensuring timely and effective resolutions. Additionally, this role collaborates with cross-functional teams to establish best practices, driving operational efficiency and aligning system architecture with organizational objectives.

***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations*.**

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides expert-level technical support for advanced server hardware and software services for the Authority, ensuring optimal performance and reliability.
- Oversees the setup, installation, and configuration of operating systems and associated hardware and software components, implementing best practices for system architecture.
- Designs and manages user directories and permissions on server platforms to ensure organized, secure access and compliance with organizational policies.
- Monitors, diagnoses, and resolves complex operating system issues, utilizing advanced troubleshooting techniques to maintain system performance and reliability.
- Leads efforts in troubleshooting, maintaining, and repairing operating systems and applications, minimizing disruption and ensuring seamless user experience.
- Directs backup and recovery processes to safeguard organizational data and ensure robust business continuity strategies are in place.
- Evaluates and recommends advanced software and hardware solutions to meet user needs and enhance operational efficiency, aligning technology initiatives with strategic objectives.
- Mentors and trains the systems team in installation, configuration, and maintenance best practices to enhance team skills and capabilities.

- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of information technology experience in advanced support of servers, systems, software, peripherals, and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.

- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting over 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SYSTEMS MAINTENANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Maintenance Manager ensures the performance of specialized automated airport equipment, including baggage handling systems, passenger boarding bridges, and ground power units. The Systems Maintenance Manager oversees the operation, maintenance, and repair of airport facilities and equipment. This position is critical for maintaining the reliability and efficiency of airport systems.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the activities of employees and monitors contractors engaged in the repair, installation, inspection, and maintenance of specialized airport equipment, including baggage handling systems, passenger boarding bridges, and ground power units.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the reliability and efficiency of all systems.
- Supervises an equipment safety inspection program, conducting periodic inspections to ensure compliance with safety standards.
- Administers the Qualified Maintenance Professional Certification program to enhance staff skills and knowledge.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and contract integrity, addressing any inadequacies promptly.
- Develops and manages annual budgets for maintenance operations to ensure effective resource allocation.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Industrial Management, or related field.
- Four (4) years experience in the maintenance of aviation facilities, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Management Professional Certificate (FMP) from the International Facility Management Association (IFMA) completed within 9 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Lean Six Sigma

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Manager, the Systems Maintenance Supervisor oversees the daily maintenance activities of critical airport systems, including Baggage Handling Systems, Passenger Boarding Bridges, and Ground Power Units. This role involves developing and updating maintenance policies and procedures, monitoring compliance with safety standards, and ensuring operational efficiency. Additionally, the Systems Maintenance Supervisor will provide technical guidance and assist in the procurement of necessary equipment and materials to support maintenance operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Supervises the daily maintenance activities for critical airport systems, assigning tasks and addressing equipment failures promptly.
- Oversees the work of technical trades and maintenance personnel engaged in constructing, repairing, and maintaining airport facilities and associated equipment.
- Assists with contingency operations to minimize disruptions and impacts on customer service during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to ensure a safe, efficient, and effective work environment.
- Plans job layouts, estimates materials, and determines equipment and tools needed, creating drawings or sketches for maintenance personnel to follow.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Facilities Management, Industrial Management, or related field.
- Four (4) years of progressive experience in facility maintenance, maintenance of airport equipment, or related field
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- QMP/Leader Certification - TPC Supervisor Training, Qualified Maintenance Personnel- QMP (Internal Program).
- Supervisory Leadership Training
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician I assists with the maintenance of specialized automated airport equipment, including baggage conveyors, passenger boarding bridges, and 400 Hz ground power units. This position responds to equipment issues and system alarms, perform advanced repairs on electrical and mechanical components, and maintain accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs preventive and predictive maintenance on automated equipment.
- Conducts inspections and maintenance on roll-up doors for security, fire protection, and lighting systems to ensure optimal performance.
- Assists with repairs, replacements, and setups of electrical and mechanical components, such as hydraulic systems, electric motors, and controls.
- Assists with troubleshooting electrical and mechanical issues, applying root cause analysis to determine and implement effective repairs.
- Assists with dismantling devices to access and remove defective parts using hoists, hand tools, and power tools as necessary.
- Assists with repairs and troubleshooting communication cables, including telecommunication lines, to maintain connectivity and functionality.
- Assists with the modification of equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant Standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician II performs maintenance of specialized automated airport equipment, including baggage conveyors, passenger boarding bridges, and 400 Hz ground power units. This position responds to equipment issues and system alarms, perform advanced repairs on electrical and mechanical components, and maintain accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs preventive and predictive maintenance on automated equipment.
- Conducts inspections and maintenance on roll-up doors for security, fire protection, and lighting systems to ensure optimal performance.
- Executes advanced repairs, replacements, and setups of electrical and mechanical components, such as hydraulic systems, electric motors, and controls.
- Troubleshoots electrical and mechanical issues, applying root cause analysis to determine and implement effective repairs.
- Dismantles devices to access and remove defective parts using hoists, hand tools, and power tools as necessary.
- Repairs and troubleshoots communication cables, including telecommunication lines, to maintain connectivity and functionality.
- Modifies equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience installing or maintaining automated equipment or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.
- Previous work experience in an airport environment.
- Previous experience working on conveyors and/or passenger boarding bridges an 400 hz ground power.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.

- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician III is an advanced technical role that provides preventive maintenance, troubleshooting, and repairs of essential equipment that supports operations, including passenger boarding bridges and baggage handling systems. This position involves mentoring junior technicians and trainees. Additionally, the technician responds to equipment issues, performs advanced repairs, and maintains accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides guidance and training to junior technicians and trainees, fostering skill development and operational excellence.
- Coordinates, dispatches, and assigns work tasks to ensure efficient completion of maintenance and repair activities.
- Leads the completion of projects and extensive repairs on passenger boarding bridges and baggage handling systems.
- Performs preventive and predictive maintenance on automated equipment, including baggage conveyors and 400 Hz ground power units.
- Executes advanced repairs, replacements, and setups of electrical and mechanical equipment components, including hydraulic systems and electric motors.
- Troubleshoots electrical and mechanical issues, conducting root cause analysis to implement effective repairs.
- Dismantles devices to access and remove defective parts using appropriate tools, hoists, and lifting devices.
- Repairs communication cables, including telecommunication lines, ensuring connectivity and functionality.

- Modifies equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of experience in installing or maintaining automated equipment or a similar field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Completion of the Quality Management Plan (QMP) Certification or equivalent Electro/Mechanical Certification is required.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.
- Previous work experience in an airport environment.

- Previous experience working on conveyors and/or passenger boarding bridges an 400 hz ground power.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Operations Manager ensures the efficient and effective operation of the Baggage Handling System (BHS). This position manages a team of technicians while coordinating with various stakeholders to facilitate the smooth flow of baggage throughout the facility. Additionally, the role involves monitoring system performance, troubleshooting issues, implementing improvements, and ensuring compliance with safety and security regulations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinate's work performance, conducts open and honest performance check-ins and appraisals, and initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the day-to-day operations of the BHS, ensuring its smooth and uninterrupted functioning.
- Monitors the performance of the BHS, including conveyor belts, sorting machines, scanners, and associated equipment to promptly identify and resolve issues.
- Coordinates with airlines and ground handlers to ensure timely and accurate delivery of baggage.
- Conducts regular safety training sessions for the BHS operations team, emphasizing safe work practices and the proper use of Personal Protective Equipment (PPE).
- Optimizes system efficiency and minimizes downtime by implementing preventive maintenance schedules and conducting regular inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Engineering, Aviation Management, or related field.
- Four (4) years experience in the operation and maintenance of baggage handling systems, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Frequent exposure to insects.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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SYSTEMS OPERATIONS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Manager, the Systems Operations Supervisor oversees the daily operation of the airports baggage handling system This position involves troubleshooting and diagnosing issues, making adjustments to baggage system configuration and ensuring all systems operate at peak efficiency to minimize service disruptions. The Supervisor plays a key role in overseeing major upgrades and overhauls of complex equipment while also participating in developing preventative and corrective maintenance procedures.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinate's work performance, conducts open and honest performance check-ins and appraisals, and initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance and maintains and accounts for equipment as instructed.
- Responds to outages and system failures of shuttles, elevators, escalators, moving sidewalks, passenger loading bridges, and baggage conveyors, diagnosing and repairing issues promptly to minimize service disruption.
- Oversees and assists in the overhaul and major upgrades of elevators, escalators, shuttles, conveyors, and other critical airport operations support systems to maintain high serviceability standards.
- Inspects high-tech systems under overhaul or upgrade for compliance with established plans and specifications.
- Participates in the research and development of preventative and corrective maintenance procedures for existing and newly acquired systems to ensure serviceability and extend equipment lifecycle.

- Monitors conveyor line baggage flow and balance operations to optimize efficiency and effectiveness.
- Tracks and analyzes laser array statistics and other relevant performance metrics to maintain system integrity.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Engineering, Aviation Management, or related field.
- Four (4) years experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather and insects.
- Occasional exposure to noxious fumes.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

TERMINAL OPERATIONS DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Terminal Operations Duty Manager is responsible for planning, coordinating work, supervising, leading projects, advancing initiatives, and regularly assessing all areas of Terminal Operations. This position coordinates and manages construction activities to minimize operational impact or disruption and participates in various phases of emergency management and irregular operations while interacting with airlines, federal agencies, business partners, and airport management.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Resolves operational issues involving airline passengers, airport guests, tenants, public safety, and security.
- Coordinates with airport tenants and stakeholders regarding impacts to operations. Works closely with multiple internal and external customers to develop plans of action and response to various issues, including, but not limited to, security, access control, construction, airside capacity and response, and rule enforcement.
- Oversees the inspection of airport facilities, apron areas, gate positions, terminal buildings, roadways, and ground transportation lots to ensure safe and efficient operation and any other areas as directed.
- Makes decisions necessary to maintain the continued safe operation of the airport; eliminates or mitigates operational delays or negative impacts to customers with a focus on safety and customer service.
- Works with tenants to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airport.
- Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Four (4) years of experience in airport terminal operations at a medium-to-large airport, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Obtain and maintain position appropriate NIMS & emergency management training.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Traffic, the Traffic Operations Manager is responsible for overseeing scheduling and evaluating the performance of Traffic Supervisors and the Traffic Training Coordinator. This role includes managing the Curbside Management Program and the Traffic Operations Training Program, ensuring efficient day-to-day traffic operations at the terminal, remote curbsides, and Air Operations Area checkpoints. This position will provide strong leadership, promote positive employee relations, and work closely with the Senior Manager to meet operational needs and ensure adherence to safety protocols.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strong leadership to Traffic Supervisors while promoting and maintaining positive employee relations.
- Identifies and develops effective leaders capable of engaging employees, building trust, and holding themselves and direct reports accountable for results.
- Creates, maintains, and revises the schedules for the Traffic Supervisors and Traffic Training Coordinator.
- Provides direction and oversight and is responsibility for the Authority Curbside Management Program operation (24-hour, seven-days a week operation).
- Meets daily with the Senior Manager of Traffic to provide updates on the Traffic Division's operations and future needs.
- Provides input to the Senior Manager of Traffic on the development and management of the division's budget, schedule and equipment.
- Receives and resolves customer inquiries.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business Administration, Public Administration, or related field.
- Four (4) years experience in traffic control or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Ability to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and airport operations, including parking laws and regulations relevant to aviation environments.
- Knowledge of federal, state, and local laws and regulations pertaining to transportation and public safety, particularly those enforced by the Transportation Security Administration (TSA).
- Skill in supervising and mentoring staff, including providing training, performance evaluations, and professional development opportunities.
- Ability to assess and monitor changing traffic conditions, ensuring the safety and efficiency of vehicular and pedestrian flow within the airport.
- Ability to develop and implement operational plans and strategies that align with the objectives of the Police Traffic Division.
- Ability to handle operational and administrative problems effectively, proposing innovative solutions to improve traffic management processes.
- Knowledge of safety procedures and best practices, ensuring compliance with established standards to reduce accidents and enhance public safety.
- Skill in leadership, team-building, employee engagement, and consensus-building.
- Ability to effectively and simultaneously balance multiple high priority tasks.
- Ability to be results-driven, decisive and to execute plans that are operationally sound.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Traffic Supervisor, the Traffic Specialist is responsible for managing a wide range of traffic-related duties at the airport. This role encompasses directing and controlling vehicular traffic on terminal curbside drives, enforcing parking regulations, and ensuring the safety and security of the Authority property, facilities, staff, and the general public. The Traffic Specialist maintains efficient traffic flow while providing excellent customer service to airport users.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Directs and controls vehicular traffic on airport terminal curbside drives and at checkpoint areas crossing taxiways to ensure safe and efficient traffic flow.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Performs security duties to protect airport property, facilities, personnel, and the general public, ensuring compliance with safety protocols.
- Enforces parking regulations by issuing citations as necessary, maintaining order and compliance within the airport's parking facilities.
- Monitors and assesses changing traffic conditions, making real-time decisions to optimize traffic flow and safety.
- Conducts inspections of traffic areas to identify safety hazards and ensure compliance with established standards.
- Assists with traffic control during special events or emergencies, collaborating with other departments to ensure effective coordination.
- Participates in training and development programs to enhance skills related to traffic management and public safety.
- Conducts regular inspections of traffic areas to ensure compliance with established safety standards and identify potential hazards.

- Engages in community outreach efforts to educate the public about traffic regulations and safety initiatives at the airport.
- Maintain accurate records of traffic incidents, citations issued, and other relevant data for reporting and analysis purposes.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School diploma or valid equivalent.
- One (1) year verified work experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's degree in criminal justice, business administration, management, public administration or a related field.
- Previous experience in traffic control.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport traffic rules and regulations to ensure compliance and safety in managing vehicular movement within the airport.
- Knowledge of airport security protocols and procedures, enabling effective enforcement of safety measures and regulations.
- Skill in directing and controlling vehicular traffic to maintain safe and efficient flow on airport terminal curbside drives and taxiways.
- Ability to operate a tow truck and other airport vehicles safely and efficiently while performing traffic management duties.
- Ability to remain calm and composed under stressful conditions, effectively managing traffic situations and public interactions.
- Knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Skill in the use of Word, and Outlook.
- Ability to engage with the community through outreach efforts, educating the public on traffic regulations and promoting safety initiatives at the airport.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Traffic Operations Manager, the Traffic Supervisor is responsible for leading a team of non-sworn Traffic Specialists and Senior Traffic Specialists at the airport. This position focuses on providing public assistance and guidance while enforcing parking laws and ensuring the safety and control of vehicular and pedestrian traffic on airport arrival and departure drives, as well as other airport areas. The Traffic Supervisor enforces airport parking regulations and assisting with Transportation Security Administration (TSA) compliance requirements, while also mentoring and managing the performance of subordinate staff to achieve the objectives of the Police Traffic Division.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Plans, coordinates and supervises assigned functions and activities to help achieve Police Traffic Division objectives.
- Prepares daily and monthly work schedules, payroll, memorandums, correspondence, interoffice communications, etc.
- Verifies and approves timecards for assigned employees.
- Completes written reports and required forms in accordance with standard operating procedures and directives.
- Oversees traffic operations; observes personnel in the performance of their traffic management duties.
- Observes and assesses changing traffic conditions.
- Reassigns personnel to maintain efficient public access to the airport.
- Assists with traffic control duties.
- Recommends new systems and procedures to improve traffic operations.
- Resolves operational and administrative problems.
- Monitors the status of allocated funds and provide input to management concerning the annual budget process.

- Assists in the recruitment, interview process, and training of new personnel.
- Coordinates with other departments/agencies both internally and externally.
- Oversees the maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.
- Provides information and assistance to the public.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High school diploma, GED, or equivalent
- Four (4) years of experience in related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and airport operations, including parking laws and regulations relevant to aviation environments.
- Knowledge of federal, state, and local laws and regulations pertaining to transportation and public safety, particularly those enforced by the Transportation Security Administration (TSA).
- Skill in supervising and mentoring staff, including providing training, performance evaluations, and professional development opportunities.
- Ability to assess and monitor changing traffic conditions, ensuring the safety and efficiency of vehicular and pedestrian flow within the airport.
- Ability to develop and implement operational plans and strategies that align with the objectives of the Police Traffic Division.
- Ability to handle operational and administrative problems effectively, proposing innovative solutions to improve traffic management processes.
- Knowledge of safety procedures and best practices, ensuring compliance with established standards to reduce accidents and enhance public safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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TRAFFIC TRAINING COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Traffic Operations Manager, the Traffic Training Coordinator supports operations, public safety, and security activities at Tampa International Airport. This position is responsible for the development and facilitation of both classroom and hands-on training for all Traffic personnel, including newly hired traffic specialists. The coordinator will also oversee annual and remedial training requirements as mandated by the Florida Department of Law Enforcement (FDLE), ensuring that all training programs meet organizational standards and enhance the effectiveness of the Traffic Division's operations. Additionally, the Traffic Training Coordinator will evaluate employee performance, develop instructional materials, and maintain comprehensive training records to support continuous improvement and compliance within the department.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates employee performance, analyze, and identify opportunities for performance improvement and translates needs into lessons and remedial training modules.
- Develops, updates, and reviews reference guides and instructional materials associated with Traffic Training.
- Performs as a Lead Trainer for newly hired Traffic Specialists and conducts classroom and on-the-job training.
- Performs training related administrative tasks; develops and maintain databases of training records.
- Attends meetings, serves on committees, and makes presentations as needed.
- Performs administrative tasks, including answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Conducts monthly quality assurance reviews of traffic personnel performance and delivers analysis to supervision for follow-up coaching.
- Participates in the recruitment, review, interview, and selection process of traffic applicants.

- Maintains a comprehensive knowledge of training principles, procedures, and presentation techniques; research and assess new training techniques and programs; coordinate training resources and provide updates to web-based materials and printed guides when applicable.
- Demonstrates scheduling flexibility to accommodate training needs for all shifts.
- Maintains training records and reports.
- Testifies in court to provide an accurate account of information related to training records and emergency/non-emergency calls for assistance, as required.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or valid equivalent.
- Three (3) years experience as a Trainer.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in business administration, organization development, public administration, management, or a closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of training principles, procedures, and presentation techniques, ensuring the effectiveness of instructional programs for Traffic personnel.
- Skill in developing and facilitating both classroom and hands-on training sessions, tailored to meet the needs of newly hired traffic specialists and existing staff.
- Knowledge of regulatory requirements established by the Florida Department of Law Enforcement regarding training standards for traffic personnel.
- Skill in utilizing MS Office programs (Outlook, Word, PowerPoint, Excel) to create training materials, maintain records, and perform administrative tasks efficiently.
- Ability to maintain comprehensive training records and databases, ensuring compliance and supporting continuous improvement within the Traffic Division.
- Knowledge of quality assurance practices, including conducting monthly reviews of personnel performance and delivering actionable analysis to management.
- Knowledge of emergency procedures and protocols, allowing for effective engagement in traffic duties during staffing shortages or emergencies.
- Skill in making presentations and representing the Traffic Training Program in meetings and committees, effectively communicating training goals and updates.
- Ability to demonstrate scheduling flexibility to accommodate training needs across all shifts, ensuring comprehensive coverage for training sessions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Chief Financial Officer, the Vice President of Capital Programs is responsible for coordinating the Capital Development Program, managing grant funding, and overseeing financial operations. Key responsibilities include developing both short- and long-term master schedules, tracking and forecasting project costs, maintaining records, assessing performance metrics, and driving process improvements. Collaboration with the Planning and Development Department is essential to ensure that the Authority's Capital Development Program remains on schedule and adheres to budgetary goals.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs and coordinates the development of the annual Capital Improvement Program; manages program budget.
- Manages the development committee process to ensure all departments provide necessary input to properly plan and track all capital projects.
- Ensures the Authority’s Strategic Business Plan is updated as necessary.
- Directs and coordinates the development of Project Management Plans and provides timely updates.
- Ensures the Capital Development Program Master Schedule is maintained and updated providing project scheduling and cash flow projections.
- Oversees the project closeout process, and records management.
- Provides necessary project cost data to Project Directors to ensure projects are within budget.
- Ensures proper reporting of Goals & Objectives and project performance measures.
- Provides management and oversight of external resources such as consultants and program management staffing.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long -term visions for the organization; Committing his/her area of the organization to meeting the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; Identifies cost effective approaches; Demonstrates broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Finance or related field.
- Ten (10) years experience in program management.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training and experience.
- Must possess a valid, Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Business, Engineering, or Management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Authority's strategic goals, ensuring their alignment with department projects.
- Ability to manage and mentor subordinate employees, fostering their professional development and ensuring adherence to performance standards.
- Knowledge of project management principles, including scope definition, budgeting, scheduling, and resource allocation, to ensure successful project implementation.
- Knowledge of financial planning and budget development processes, particularly for the Capital Improvement Program and related projects.
- Ability to provide accurate project cost data to Project Directors, ensuring financial adherence and budget compliance throughout project lifecycles.
- Skill in reporting on Goals & Objectives and project performance measures to assess and communicate the effectiveness of capital programs.
- Skill in process improvement methodologies, consistently seeking opportunities to enhance operational efficiency and project outcomes.
- Ability to maintain a high degree of coordination across departments, ensuring that project management plans are executed smoothly and effectively.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing up to 6 hours per day

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VICE PRESIDENT OF CONCESSIONS & COMMERCIAL PARKING

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Concessions and Commercial Parking is responsible for managing revenue-producing leases and contracts related to non-aeronautical lines of business for the Authority. This role provides strategic leadership and oversees the planning, organization, and integration of all concession operations, including food and beverage, retail, advertising, sponsorships, on-airport and off-airport rental cars, as well as ground transportation services and all public parking. This position will develop and implement strategic plans aimed at enhancing revenue generation while evaluating and managing all lines of business. Additionally, the Vice President will monitor financial and customer service performance to ensure compliance with high standards, fostering strong relationships with internal and external stakeholders to drive operational success.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a strategic plan for non-aeronautical revenue development that aligns with the Authority's overall strategic goals and objectives, ensuring effective execution and tracking of progress.
- Oversees the management of the Airport’s public and employee parking, rental car, and ground transportation operations, including all associated revenues, contracts, programs, and products.
- Oversees all aspects of the Airport’s Concessions program including food and beverage, retail, advertising, sponsorships, vending, hotel and passenger services to meet revenue goals alongside exceptional service.
- Oversees the procurement and/or negotiation of all airport concession agreements in coordination with the Procurement and Legal departments to ensure compliance and effectiveness.
- Works closely with internal stakeholders on key projects, including the Master Plan, construction initiatives, and contract audits to align efforts and resources
- Oversee the development of revenue forecasts and budgets for the department, ensuring alignment with annual targets for concessions, parking, rental car, and ground transportation services.
- Develop and maintain ongoing revenue performance metrics for all revenue-generating assets, providing regular updates to executive staff and stakeholders.

- Establish and maintain strong working relationships with current and prospective business partners, fostering a collaborative culture with the Concessions and Commercial Parking Department.
- Collaborates with Executive Staff, Senior Staff, and other departments, tenants, and consultants to achieve Authority objectives and streamline operations.
- Directs the preparation and administration of the Concessions and Commercial Parking Department's operating budgets, ensuring financial accountability and strategic alignment.
- Markets business opportunities to identify and generate additional revenue sources for the Authority.
- Ensures that procurement processes are well-planned, with a focus on supporting Airport Concessions Disadvantaged Business Enterprises (ACDBEs) and Small Business Enterprises (SBEs).
- Reviews legislation and contract agreements to assess fiscal impact and ensure compliance with federal, state, and local regulations affecting commercial operations.
- Leads, motivates, and develops a team of personnel within the Airport Concessions and Commercial Parking Department, fostering professional growth and high performance.
- Conduct thorough analyses of business and financial plans for existing concessions to assess their short- and long-term viability, implementing necessary changes in collaboration with concessionaire partners.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Management or related field.
- Ten (10) years experience in planning, developing, and implementing concessions programs including negotiating and administering concession contracts.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Public or Business Administration, Management or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and a thorough understanding of Concessions Programs.
- Knowledge of principles and processes for providing customer service, such as assessing customer needs, meeting quality standards for service, and evaluating customer satisfaction.
- Knowledge of the parking business environment including social, economic, political and technical trends and their impact on parking revenue.
- Skills in problem-solving, analytics, and developing valuable business insights.
- Ability to create, manage, forecast, and analyze budgets.
- Ability to analyze and interpret parking revenue, trends, products and applications used worldwide and identify new sales channels for Airport parking.
- Ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting

- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF FINANCE

GENERAL DESCRIPTION

Under the general direction of Chief Financial Officer, the Vice President of Finance is responsible for directing the financial activities of the Authority. This role includes the preparation of financial statements and coordinating related external audits, as well as calculating rates and charges for airlines. The Vice President also manages accounts payable and receivable, budgeting, payroll, and collections, while coordinating the issuance of debt. Additionally, this position involves managing the Authority's investment portfolio and inventory to ensure financial stability and compliance with organizational objectives. The Vice President of Finance plays a critical role in shaping the financial strategy and ensuring the organization's effective management of financial resources.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates with the Chief Executive Officer and other executives with various financial analyses to support strategic decision-making.
- Develops and implements financial policies and procedures to enhance operational efficiency and compliance.
- Oversees the issuance of debt, including refunding bond issues, construction bond issues, commercial paper, and other financing methods for capital improvements.
- Maximizes revenues and minimizes expenditures, implementing strategies to protect the financial strength and stability of the Authority.
- Directs the establishment and management of the Authority's banking relationships and investment portfolio to optimize financial performance.
- Interacts with the Authority's trustees regarding bond covenants and the administration of existing debt to ensure compliance and effective management.
- Ensures compliance with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and vendors providing goods or services to the Authority.
- Oversees the preparation of financial statements and reporting to provide transparency and accountability in financial practices.
- Manages accounts payable and receivable processes to ensure timely and accurate financial transactions.
- Oversees budgeting processes, ensuring alignment with organizational objectives and effective resource allocation.

- Directs payroll and collections activities to maintain accurate financial records and ensure timely payments.
- Monitors financial performance and provides regular updates to the executive team, highlighting key metrics and trends.
- Leads financial audits and coordinates with external auditors to ensure compliance and accuracy in financial reporting.
- Conducts risk assessments related to financial activities and implements strategies to mitigate identified risks.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Ten (10) years experience in managing accounting or finance operations in aviation, public sector, or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Masters Degree in Accounting, Finance or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of budget development processes, including the ability to coordinate and manage annual and capital budgets effectively.
- Knowledge of banking and investment portfolio management.
- Knowledge of federal, state, and local procurement regulations to ensure compliance in the selection of contractors, concessionaires, and vendors.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political

affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF GENERAL AVIATION

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of General Aviation is responsible for directing the operations, maintenance, business, and marketing initiatives across the Authority's operations at General Aviation airports, including Tampa International Airport (TPA). This role involves coordinating the activities of each Fixed Base Operator (FBO) and fostering strong relationships with tenants to ensure seamless operations and service delivery. The Vice President oversees the maintenance of airfields, buildings, equipment, and utilities at these airports while engaging with key stakeholders to drive development and innovation in the general aviation sector.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees and manages the Authority's General Aviation system of airports, ensuring operational efficiency and strategic alignment.
- Provides strategic direction for future growth opportunities within the general aviation industry, including insights into Advanced Air Mobility.
- Develops and implements business development goals, business plan objectives, and policies for general aviation operations.
- Prepares and analyzes statistical reports to track performance and inform decision-making processes.
- Collaborates with the Real Estate department to provide strategic input on leases and agreements for general aviation facilities, ensuring airport interests are upheld.
- Manages the department's budgets for personnel, operations, maintenance, equipment, and capital projects to ensure financial accountability.
- Collaborates with the Communications department to develop and implement marketing strategies for public and community outreach programs related to General Aviation.
- Makes presentations to government, civic, neighborhood, and other groups regarding general aviation issues, as directed by the Chief Operations Officer.
- Provides key insights and recommendations to the Planning and Development department regarding master planning and land use at General Aviation airports.

- Monitors industry trends and innovations to adapt strategies and enhance the Authority's competitive position in the general aviation market.
- Identifies and assesses risks associated with general aviation operations and develops mitigation strategies as needed.
- Engages with stakeholders to gather feedback and improve services and facilities at general aviation airports.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or related field.
- Ten (10) years experience in airport operations management and maintenance, or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Operations Management, Business Administration, or related field.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of aviation business processes and operational requirements specific to general aviation.
- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling
- Constant typing
- Occasional exposure to extreme weather, noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Very frequent car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF HUMAN RESOURCES AND ENTERPRISE RISK MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Human Resources and Enterprise Risk Management is a senior executive leadership role responsible for overseeing strategic human capital programs and enterprise risk initiatives. This leader will guide a high-performing Human Resources team and a centralized Enterprise Risk Management function to ensure organizational alignment, accountability, and operational excellence.

The Vice President is accountable for the continued modernization of Human Resources systems and practices, overseeing workforce development, succession planning, labor relations, and employee engagement initiatives across the Authority. In addition, this role leads the Enterprise Risk Management function, including risk identification, insurance, and the integration of Authority-wide safety efforts to enhance risk visibility and mitigation strategies.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead and modernize HR programs across talent acquisition, employee relations, performance, benefits, total rewards, and training.
- Oversee workforce planning, succession development, and organizational design.
- Manage labor relations and collective bargaining agreements (currently one union representing police).
- Develop policies and programs that foster accountability, engagement, and compliance with employment laws.
- Partner with the Legal team on sensitive matters, including investigations, terminations, and litigation support.
- Optimize the Authority's HRIS platform (Oracle), partnering with IT to enhance system performance and employee self-service.
- Drive efficiency through process improvements and digital transformation of HR workflows and data reporting.
- Oversee the Enterprise Risk Management (ERM) function, including the identification, evaluation, and mitigation of organizational risks.
- Guide integration of Authority-wide safety programs under ERM, collaborating with operations on safety protocols, reporting, and compliance.

- Oversee Authority insurance coverage and claims, including property damage, liability, and workers' compensation.
- Promote a high-performance, inclusive culture built on total ownership and accountability.
- Lead by example with transparency, decisiveness, and strong cross-functional collaboration.
- Provide strategic counsel to executive leadership on talent and risk matters.
- Lead department personnel management, performance evaluations, and structural realignment as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or related field.
- Ten (10) years experience in human resources, risk management, organizational leadership or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or related field
- SPHR or SHRM-SCP – Certification.
- PHR or SHRM-CP – Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of human resource administration, risk and administration.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of budgetary principles and experience in effectively overseeing budgets.
- Skills in leading teams, with a wide range of administrative functions, and providing strategic guidance.
- Skills in presentations to a diverse group of stakeholders.
- Skills with integrating a performance-based compensation system.
- Ability to deal with difficult situations with tact and professionalism while maintaining employee trust.
- Ability to think strategically in policy and program development aligned with organizational goals.
- Ability to provide leadership and direction that cultivates respect and influences positive behavior at all organizational levels.
- Ability to assess exposures and determine appropriate insurance coverage.
- Ability to think strategically with excellent judgment, fostering informed decision-making on challenging and complex issues.
- Ability to manage organizational change effectively and efficiently.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking

- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF INFORMATION TECHNOLOGY

GENERAL DESCRIPTION

Under the general direction of the Chief Financial Officer, the Vice President of Information Technology is responsible for overseeing all technology and telecommunication activities for the Authority. This role includes establishing departmental goals and procedures, directing the development and maintenance of the Authority's website, TampaAirport.com, and monitoring both individual and operational performance. The Vice President develops long-range plans and strategies, and capital budgets, and oversees all technology capital projects. Additionally, this position involves managing the acquisition, development, implementation, operation, and maintenance of all information technology and telecommunication systems, including computer hardware, software, and networks.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive technology plan to advance the Authority towards the forefront of airport technology.
- Ensures that the technology strategy aligns with mainstream, proven technology solutions, promoting continuous improvement within the organization.
- Directs the planning, budgeting, coordination, and execution of all Information Technology projects, ensuring alignment with organizational goals.
- Oversees the technology components of all non-information technology department-managed projects to ensure effective integration and implementation.
- Manages the planning, coordination, development, implementation, training, and maintenance of all Authority-developed software, including the information kiosks.
- Directs the operation and maintenance of all Authority networks and IT infrastructure throughout the airport, ensuring reliability and performance.
- Oversees the development and ongoing testing of the Authority's IT disaster recovery plan and intrusion detection program to ensure preparedness.
- Directs the provisioning of IT services to airport tenants, managing and growing the Shared Tenant Services program to provide telephony and other services.
- Oversees the administration of the Authority's cellular telephone equipment and service agreements, ensuring compliance and efficiency in operations.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or Technology.
- Ten (10) years experience managing information technology operations in aviation, public sector, or related field.
- Five (5) years supervisory experience.
- Experience working with an Enterprise Resource Planning system.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration or Technology.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current and emerging information technology trends, strategies, and best practices relevant to the aviation industry.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Knowledge of software development lifecycles and methodologies, including Agile and Waterfall approaches, to guide application development efforts.
- Knowledge of regulatory compliance requirements affecting information technology, including data privacy laws and industry standards.
- Knowledge of cybersecurity principles and practices, ensuring the implementation of robust security measures to protect organizational data and systems.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF INTERNAL AUDIT

GENERAL DESCRIPTION

Under the general direction functionally to the Audit Committee and administratively to the Chief Executive Officer, this role directs the Internal Audit function for the Authority and leads the Internal Audit Team to complete a wide range of professional assurance and consulting engagements, strategic initiatives, and advisory services. The Vice President (VP) collaborates and communicates often with Senior Leadership and influences positive change within the Authority by being a trusted advisor. This position is responsible for completion of the annual risk assessment and annual audit plan. The VP ensures completion of required internal and external assessments and overall compliance with professional auditing standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Internal Audit function, managing a team of auditors to ensure compliance with established auditing procedures and standards.
- Plans, develops, and implements the annual audit plan, determining audit focus and objectives that align with the organization's strategic goals.
- Maintains staffing to ensure audit resources are available to execute the audit plan and oversees outsourced and co-sourced audit activities.
- Communicates and interacts directly with Executive Management and the Audit Committee regarding departmental activities and results of engagements.
- Collaborates and coordinates with stakeholders to ensure adequacy and timeliness of corrective action resulting from audit recommendations.
- Investigates and documents allegations of misappropriation to determine wrongdoing, identify parties involved, quantify loss, provide recommendations for criminal or civil prosecution, and testify on the Authority's behalf at court proceedings. Or determine if outsourcing the investigation is warranted.
- Provides guidance on documentation techniques and data analysis methods to support audit findings and ensure quality audit documentation.
- Monitors the progress of audit assignments, ensuring that audits are conducted efficiently and within established timelines.
- Conducts periodic status meetings with audit staff to discuss project progress, challenges, and resource needs related to audit activities.

- Develops and maintains the departmental budget.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field.
- Ten (10) years of progressively responsible audit experience.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must have a minimum of one (1) of the following: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- Must obtain a Certified Internal Auditor (CIA) certification within twelve (12) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Advanced skill with Microsoft Office Suite.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Knowledge of internal auditing principles, practices, and standards, particularly as they relate to financial and program operations within government entities.
- Knowledge of governmental accounting principles and public administration to ensure compliance with applicable regulations and best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations pertaining to fiscal management in government agencies, including those funded by federal grants.
- Skill in project management, enabling the effective planning, execution, and oversight of complex audit engagements.
- Skill in handling competing priorities to meet deadlines and commitments.
- Skill in leading and supervising audit teams, providing guidance, training, and performance evaluations to ensure high-quality outcomes.
- Skill in leading peer reviews and quality assurance activities.
- Ability to effectively present audit findings and recommendations to senior management and the Audit Committee.
- Ability to collaborate with various departments and stakeholders to address audit findings and implement necessary corrective actions.
- Ability to exercise sound judgment and discretion in evaluating audit findings, distinguishing critical issues from non-critical matters.
- Ability to perform audits of highly technical or complex areas, assessing the adequacy and effectiveness of management controls and compliance with policies and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF MAINTENANCE

GENERAL DESCRIPTION

Under the general direction of the Chief Development Officer, the Vice President of Maintenance is responsible for ensuring the safe, efficient, and reliable operation of all airport-related facilities and systems. This role encompasses oversight of various maintenance functions, including mechanical, electrical, plumbing, and specialized systems such as baggage handling and HVAC, while managing both in-house personnel and outsourced contracts. Additionally, the Vice President will administer the tenant work permit program to ensure compliance with codes and standards, as well as oversee key control functions. As a key member of the senior management team, this position involves strategic planning, budget management, and the development of policies and procedures that support operational excellence and customer service.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

Strategic Vision Setting and Leadership:

- **Develop and communicate a clear strategic vision for the Maintenance Department that aligns with the airport's overall mission and long-term objectives. Ensure that this vision is understood and embraced by all staff members.**
- **Foster a culture of innovation and adaptability by promoting new ideas and practices that enhance operational efficiency and service delivery while responding proactively to industry trends and technological advancements.**

Cultural Development:

- **Lead efforts to establish and maintain a strong, inclusive, and equitable culture within the Maintenance Department. Promote a workplace environment that values diversity and encourages collaboration, respect, and open communication among team members.**
- **Implement programs and initiatives that enhance employee engagement, morale, and job satisfaction, ensuring that staff members feel valued and empowered to contribute to the department's success.**

Performance Management and Accountability:

- **Establish and communicate clear performance expectations and metrics for all direct reports. Regularly assess team performance against these standards and provide constructive feedback to drive continuous improvement.**
- **Develop and implement a comprehensive performance management framework that includes ongoing coaching, mentoring, and professional development opportunities to maximize individual and team effectiveness.**

Operational and Resource Oversight:

- **Oversee the efficient operation and maintenance of all equipment and systems within the department, ensuring that resources are utilized effectively and responsibly. Promote best practices and continuous improvement initiatives to enhance operational performance.**
- **Ensure that all necessary specialty maintenance service contracts are established and managed effectively, aligning with budgetary constraints and operational needs.**

Financial Stewardship:

- **Develop, manage, and strategically allocate the department's budget, ensuring financial accountability and transparency. Regularly review financial performance against budgetary goals, identifying opportunities for cost savings and resource optimization.**
- **Advocate for necessary funding and resources to support capital projects, equipment replacement, and facility upgrades that align with the airport's strategic priorities.**

Safety and Compliance Leadership:

- **Champion a culture of safety within the Maintenance Department by ensuring that all team members are trained in safety protocols and procedures. Promote proactive reporting of potential hazards and enforce compliance with all safety regulations and standards.**
- **Regularly assess safety performance and implement improvements to foster a safe working environment for all employees.**

Change Management and Innovation:

- **Encourage a mindset of change and innovation within the Maintenance Department by promoting diverse thinking and styles across all levels of staff. Actively seek input from team members on process improvements and operational enhancements.**
- **Identify and implement initiatives that drive operational excellence and enhance the overall performance and reputation of the Maintenance Department.**

Organizational Structure and Talent Development:

- **Ensure that a robust organizational structure is in place to support the department's mission and facilitate maximum opportunities for employee development and advancement.**
- **Identify and nurture high-potential talent through targeted development programs, succession planning, and career pathway initiatives, ensuring a strong pipeline of skilled professionals ready to meet future organizational needs.**

Regular and Reliable Attendance:

- **Maintain regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and the organization.**

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Ten (10) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of leadership principles, team management, organizational development, and performance management.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, insects, and excessive noise.
- Navigate occasionally heights and confined areas.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF MARKETING, COMMUNICATIONS AND STRATEGY

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Marketing, Communications, and Strategy is a key executive leader, partnering closely with the CEO to shape and execute high-impact Aviation Authority initiatives. This role combines strategic foresight with operational expertise to elevate Tampa International Airport's position as a globally recognized hub. By integrating corporate communications, marketing, and strategic planning, this position drives transformative initiatives that enhance the Authority's brand, reputation, and stakeholder engagement. As the Authority's chief storyteller and brand architect, this leader develops cohesive communication strategies that align with the Authority's business objectives and amplify HCAA's mission and vision across diverse audiences.

This position is responsible for providing direct oversight to Communication, Marketing and Brand Strategy staff and will work closely with other program leaders and staff in shaping and implementing strategic initiatives. This position continually develops and improves Authority approaches to advance the Authority's programs and initiatives.

This position aligns external stakeholders and directs 3rd party resources to leverage the Authority's visibility and brand to advance its policy and program initiatives. The position serves as a key member supporting the CEO and Executive Team and is responsible for the overall planning, budgeting, staffing, and evaluation of all communications, marketing and brand activities consistent with policies established by the CEO and the Board.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Communications Oversight

- Oversee all corporate communications, including internal and external messaging, media relations, and crisis communications.
- Craft compelling storytelling to help articulate the Authority's vision, values, and performance to stakeholders, including employees, business partners, the community, and the public.
- Foster a culture of transparency and collaboration by developing effective internal communication strategies.

- Anticipate and manage potential risks, responding proactively to crises with clear and confident communication.

Marketing Excellence

- Develop and execute tailored brand narratives to strengthen airport awareness, customer engagement, and industry positioning.
- Analyze market data to inform decision-making and optimize marketing efforts.
- Oversee digital marketing, public relations, and advertising campaigns.

Executive Collaboration

- Act as a trusted advisor and partner to the CEO, providing insights and recommendations to support executive decision-making.
- Monitor industry trends, public sentiment, and emerging issues to inform strategic decisions.
- The Vice President of Communications, Marketing and Strategy serves as a key advisor and facilitator for the CEO and Executive Team, translating vision into action and fostering a culture of excellence and innovation across the organization.

Strategic Planning & Counsel

- Provide strategic counsel to the CEO and Executive Team in the development and execution of enterprise-wide plans. Monitor and analyze industry, regional, and local market trends to generate insights that inform strategic decision-making and keep the Airport ahead of emerging developments.

Communications & Marketing Leadership

- Oversee all aspects of the Airport's communications and marketing functions, including management of staff and budget, across external and internal communications, public relations, media relations, branding, advertising, and digital media. Ensure all campaigns and communication initiatives consistently promote the Airport's brand and convey key messages supporting the CEO and Executive Team's strategic initiatives and the Authority's mission with measurable results.

Passenger Experience Strategy

- Develop and champion strategies to enhance the passenger and guest experience, collaborating with operational and customer service teams to implement innovative solutions aligned with the CEO and Executive Team's vision for excellence. Drive initiatives aimed at improving customer satisfaction and service excellence.

Stakeholder Engagement, Consensus-Building, and Informed Consent

- Lead broad-based stakeholder engagement efforts to build consensus around the CEO and Executive Team's key initiatives. Work closely with internal stakeholders, airlines, tenants, industry partners, community leaders, and government agencies to align support and informed consent for major projects and ensure stakeholder needs are addressed in strategic plans.

Community & Business Outreach

- Spearhead strategic community engagement and outreach on behalf of the Airport. Identify high-impact community events, industry conferences, and civic forums for CEO and Executive Team participation to increase the Airport's visibility and influence. Cultivate strong relationships with business and civic organizations at local, regional, and state levels to promote the Airport's strategic initiatives and drive regional economic development.

Board and Executive Support

- Coordinate planning for Board of Directors workshops in conjunction with the General Counsel/Chief Legal Officer and the Executive Team. Develop workshop topics and strategically frame discussions to engage the Board on key issues and long-term strategy. Provide support in

preparing briefing materials and presentations for Board meetings, ensuring alignment with the CEO and Executive Team's strategic priorities and effectively communicating the Airport's vision.

Innovation Leadership

- Develop and lead the Airport's internal innovation lab program focused on agile innovation and strategic experimentation. Oversee a dedicated team piloting new ideas and technologies that improve internal processes, enhance customer experience, or generate new business opportunities. Foster a culture of creativity and continuous improvement, positioning the Airport as a leading-edge innovator in the aviation industry.

Cross-Departmental Collaboration

- Facilitate collaboration across all Airport departments to drive the execution of strategic initiatives, operating through influence rather than direct authority. Break down silos and encourage teamwork, ensuring departmental efforts align with enterprise priorities and that communications and marketing strategies integrate across the organization to maximize impact.

Executive Communications & Alignment

- Serve as a high-level advisor and coordinator for executive communications. Work with the CEO and Executive Team to align messaging on key organizational initiatives, ensuring internal and external communications strategically support these objectives. Provide targeted support to the CEO specifically for CEO-focused engagements such as speeches, public appearances, and individual leadership branding.
- Synthesize information and themes from multiple projects and initiatives into clear, actionable insights for the CEO and Executive Team. Prepare talking points, speeches, and presentation materials specifically for the CEO's meetings and events, ensuring consistent messaging aligned with Executive Team priorities, and help drive alignment among senior leadership around top priorities and directives.
- Support organizational change initiatives and ensure clear and consistent messaging throughout the organization.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long -term visions for the organization; Committing his/her area of the organization to meeting the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; Identifies cost effective approaches; Demonstrates broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Communication, Marketing or related field.
- Ten (10) years experience in corporate communications, public relations, journalism or related field of which at least five years in advising C-suite executives.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training and experience.
- Must possess a valid, Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Communication, Marketing or related field.
- Demonstrated success in a C-suite or senior executive role, preferably in a fast-paced solutions-oriented environment.
- Proven track record of managing high-profile communications and navigating complex messaging challenges to develop and execute enterprise-wide strategies.
- Bilingual language proficiency.

KNOWLEDGE, SKILLS, AND ABILITIES

KEY ATTRIBUTES:

- Executive Presence – has proven capacity to communicate with, and successfully reach, diverse target audiences. Leads the development and execution of exceptionally persuasive and clear verbal, graphic, and written communications. Outstanding interpersonal skills; demonstrates the highest level of credibility, judgment, honesty, and integrity.
- Results Orientation - identifies and implements initiatives that fulfill HCAA's Vision; embodies commitment to the organizational Mission and Guiding Principles; inspires mission alignment and trust. Solves problems with energy and a positive attitude.
- Collaboration and Influence – actively listens and processes complex information quickly. Persuades leaders both inside and outside of the organization with fact and elegance. Helps Potentially Affected Interests provide informed consent even when Authority initiatives may cause operational, financial or other significant challenges.
- Adaptability and Resilience - Manages and leads change with flexibility and grace.
- Effective Under Pressure - navigates complex situations with clear direction. Responds to evolving circumstances thoughtfully and in a timely manner, delivering high-quality communications while managing competing priorities and tight deadlines.

- Leads organizational response to all crisis communications.

LEADERSHIP DIMENSIONS:

- Verbal, Written and Technology-Based Actions – Seeks and listens for critical thoughts, ideas, and feelings, and technical information in an accurate and concise manner. Tailors delivery method and tone of communication to meet the needs and preferences of the other person and/or audience. Is adept at accessing and appropriately utilizing the Authority's communication, marketing and brand channels.
- Builds Effective Relationships – Establishes enduring and inclusive relationships within the Authority and with all key stakeholders. Commands the respect of employees, his/her peers, customers, and stakeholders. Manages beneficial partnerships in ways that take full advantage of internal and external synergies. Understands the impact of personal behavior on the perceptions of others. Places a high priority on the values of honesty, accountability and integrity.
- Gold Level Customer Service – Communicates a genuine willingness to work positively with all customers and visitors to the airport. Actively listens to their questions and/or concerns. Accurately identifies the service that will meet the customer's needs and wants. Proactively utilizes his/her comprehensive knowledge of the Authority's systems and services to explore options that go beyond the customer's immediate questions or concerns to create an expanded solution to the opportunity.
- Leadership and Engagement – Creates a positive environment and inspires others to buy into the Authority's mission and vision. Recognizes strategic possibilities and aligns the Authority's vision with those options. Clearly articulates the organization's direction by utilizing a variety of communication and marketing channels. Fosters a diverse culture where individual respect and enterprise-wide teamwork thrive. Passionately and convincingly articulates the steps and changes necessary to achieve the Authority's goals. Holds self and all employees accountable for achieving the performance goals.
- Leading and Managing Performance – Establishes clear direction and articulates the vision, priorities, and annual performance objectives. Communicates messages that motivate and inspire others to action. Fosters a work culture where mutual respect and enterprise-wide teamwork thrive. Builds ongoing learning into the Authority that enables the team to realize their full potential. Ensures that the team has accurate and timely feedback and the required resources to ensure successful performance.
- Professionalism- Delivering the Results – Demonstrates a commitment to personal excellence, ethical behavior, and integrity. Seeks out and acts on feedback. Addresses problems and makes appropriate decisions. Exhibits a personal commitment to overcoming obstacles. Demonstrates a commitment to continuous learning. Holds self-accountable for behavior and results.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing up to 6 hours per day

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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VICE PRESIDENT OF OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Operations is responsible for overseeing the day-to-day activities and operations for the Authority, with a primary focus on ensuring safety, security, and customer service excellence for all airport users and guests. This position is pivotal to maintaining and enhancing the customer service experience, achieving all regulatory requirements, and leading the airport through planned and unplanned events and emergencies.
***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Assesses airport operations and identifies areas for continuous improvement.
- Develops, recommends, and implements approved enhancements to facilities to elevate customer service and passenger and airline accommodations.
- Enforces Operational Policies, Procedures, Rules, Regulations, and Operating Directives.
- Recommends and leads changes and additions to procedures to enhance safety, security, and efficiency.
- Creates, coordinates, and enforces operational procedures to ensure compliance with FAA and TSA regulations.
- Prepares and maintains the status of the Authority's Certification Manual and Emergency Response Plan.
- Ensures industry-leading compliance at all times.
- Serves as a liaison to Airline Station Managers and other tenants, understanding their needs and coordinating joint activities for successful outcomes.
- Leads, engages, and supports contracted aircraft rescue and firefighting services with the City of Tampa Fire Department.
- Develops and revises emergency plans in collaboration with external agencies and changes/enhancements to regulation and best practices.
- Acts quickly and decisively in emergencies and unusual situations.
- Leads efforts to ensure the constant readiness of all key stakeholders to emergency events/incidents at the Authority.
- Ensures communication with all partners during normal and abnormal events/incidents at the Authority.

- Acts on behalf of the Executive Vice President of Operations & Customer Service in their absence.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Ten (10) years experience in higher level operations at a medium to large airport, or similar industry.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Operations, Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Continuous hearing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

VICE PRESIDENT OF PLANNING & DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Development Officer, the Vice President of Planning & Development oversees all aspects of the Authority's airport facilities' planning, programming, design, and construction activities. This role advises the Chief Executive Officer on strategic plans for the airport's long-term growth. The position ensures consistency in implementation across all planning and development initiatives, coordinates inter-departmental efforts, and fosters strong customer relations. Additionally, the incumbent maintains regular communication with external consultants to safeguard the Authority's interests.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop comprehensive forecasts for airport activity and facility requirements, utilizing data analytics and trend analysis to anticipate future needs and ensure sustainable growth.
- Strategically define and prioritize airport development projects, conducting thorough system planning to align with long-term goals while effectively managing budgets and resource allocations.
- Lead environmental assessments and special studies to evaluate the impact of proposed airport developments, ensuring that sustainability and compliance with regulatory standards are central to decision-making processes.
- Prepare, review, and enforce planning, architectural, engineering, and construction contracts, ensuring alignment with the Authority's long-term vision and adherence to quality standards and regulations.
- Implement robust project management practices to monitor development schedules, ensuring timely execution of plans while adapting to evolving operational and regulatory requirements.
- Facilitate coordination with tenants, external stakeholders, and community partners to align development plans with broader regional goals and stakeholder interests, fostering collaboration and support for projects.
- Provides strategic leadership and oversight to Authority staff and consultants in the execution of Master Plan updates, while driving initiatives in sustainability, resilience, and environmental stewardship to align with organizational goals and vision.
- Ensure that all planning, design, and construction activities are compliant with approved plans, specifications, and regulatory frameworks, mitigating risks and enhancing project viability.

- Effectively implement the Authority's Height Zoning Ordinance, ensuring that airport development aligns with safety standards and community planning objectives while accommodating future expansions.
- Strategically manage federal and state grant and loan assistance programs, leveraging funding opportunities to support innovative airport development initiatives that align with long-term objectives.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Ten (10) years experience at higher level responsibilities in the areas of major airport planning, design, and construction.
- Five (5) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport planning principles, including forecasting activity, facility requirements, system planning, and master planning.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF PROCUREMENT

GENERAL DESCRIPTION

Under the general direction of Chief Financial Officer, the Vice President of Procurement acts as the Chief Procurement Officer for the Authority and is responsible for all direct and indirect procurement and supply chain management, including inventory and warehousing. This position provides leadership, direction, and strategic vision in the development of the procurement process, assist with developmental specifications and scopes of work, select an appropriate method of procurement and contract type, negotiate contracts and assembly of contracts or agreements, and award recommendations for submittal to the Board of Directors.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and executes the overall procurement strategy to align with organizational goals and objectives.
- Collaborates with internal stakeholders, including Finance, Operations, and Legal Affairs departments to align procurement activities with organizational needs.
- Prepares and presents procurement reports to senior management and stakeholders.
- Ensures compliance with all federal, state, and local procurement requirements in selecting contractors, concessionaires, consultants, and individuals providing goods or services to the Authority.
- Develops and implements purchasing and contract management instructions, policies, and procedures.
- Develops and manages the procurement budget, monitoring expenditures and ensuring adherence to financial goals.
- Resolves vendor or contractor grievances and claims against suppliers.
- Directs activities of personnel engaged in buying, selling, and distributing materials, equipment, equipment, and supplies.
- Represents the Authority at industry events and forums to enhance its visibility and network within the procurement community.

- Leads or provides guidance on initiatives aimed at continuous improvement in procurement practices and performance.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Finance, Construction, or related field.
- Five (5) years experience in purchasing, contracts management, and competitive procurement processes, of which at least seven (7) years in public (government) purchasing.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Certified Public Purchasing Officer (CPPO).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Finance, Construction, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Quality Public Procurement Department (QPPD), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Experience in utilizing automated procurement systems.
- Certified Professional in Supply Management (CPSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing, supply chain management, and procurement within a public agency.
- Knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices in public agencies.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF PUBLIC SAFETY & SECURITY

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Public Safety and Security serves as the chief law enforcement officer for the Authority, ensuring the safety and security of all individuals and property at Tampa International Airport. This role encompasses the enforcement of laws and regulations, as well as the overall leadership and administration of the Airport Public Safety and Security Department. The incumbent coordinates law enforcement and security activities with tenants, external agencies, and the Federal Transportation Security Administration (TSA) to maintain a secure environment. Additionally, they prepare and update the Master Airport Security Plan and remain informed on evolving federal and state regulations to ensure proper enforcement. As a key member of the Authority's leadership group, the Vice President actively engages with various stakeholders to promote effective safety and security measures throughout the airport.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Plans, coordinates, directs, and supervise the activities of Authority personnel engaged in Airport Operations Center, Security Administration, police and traffic programs to ensure that laws and regulations are enforced for the protection of people and property at the airport.
- Creates and maintains a strong sense of public service and customer relations to ensure that the public's needs for information, assistance, and counseling are met in a prompt and courteous manner.
- Implements and monitors the Federal Transportation Security Administration's procedures to ensure airport compliance with TSA requirements associated with law enforcement activities and to participate in the Joint Terrorism Task Force.
- Prepares annual budget for the Public Safety and Security Department.

- Reviews and updates Public Safety and Security Department policies and procedures to ensure that they remain current.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Law Enforcement, Criminal Justice, Public Administration or related field.
- Ten (10) years of experience in management and administrative level of law enforcement.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission (CJSTC) as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Knowledge of court procedures.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting

- Frequent typing
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination

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VICE PRESIDENT OF REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Real Estate is responsible for developing and executing a strategic vision for the leadership, management, and development of the Authority's real estate portfolio, and oversees all passenger and cargo, airline-related leases, contracts and agreements. The Vice President of Real Estate builds and proactively maintains the Authority's relationships with key external partners, including airlines, aeronautical lessees, and commercial tenants. This position oversees the administration and maintenance of the Authority's comprehensive real estate database and works closely with the Authority's Finance and Legal Affairs departments to ensure appropriate billing and contract compliance for airline and associated leases and agreements. This position also assists in the preparation of airline revenue forecasts for incorporation into annual budgets and amendments.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary liaison and relationship manager for all airlines' corporate Airport Affairs departments, ensuring long-term airline partnerships that foster growth.
- Develops and executes the Authority's real estate strategy including land acquisition and disposition, commercial development, property management, and asset activation, with focus on optimizing revenue generation and long-term revenue stabilization.
- Leads cross-functional teams to plan, negotiate, and execute complex real estate transactions, public-private partnerships, and infrastructure projects aligned with strategic Authority objectives
- Actively engages in the development and implementation of the Authority's Capital Development Program through active engagement in the design, review, and development process.
- Oversees coordination of the contracts and processes involved in introducing new entrant air carriers into the Authority's market, including identifying appropriate gates and other facilities; and coordinating with the airlines and internal and external stakeholders to ensure that startup operations are organized, well-managed and efficient.
- Manages compliance by airport tenants in accordance with their leases and agreements, and routine monitoring of tenant operations to ensure quality and level of service, and for the timely and accurate updates to the department's lease management and billing system.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Business or Public Administration, Contracts/Property Management, or related field.
- Ten (10) years experience in airport/airline and real estate contracts and property management which must include work performed at a medium or large hub airport or with an airline in its properties division.
- Five (5) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business or Public Administration, Contracts/Property Management, or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport property management principles, including land acquisition, commercial development, and property management strategies to optimize revenue generation.
- Knowledge real estate contracts and agreements, ensuring compliance with federal, state, and local regulations while mitigating risks.
- Knowledge of financial forecasting and budgeting processes, particularly in relation to airline revenue, to contribute to the Authority's annual budgets and amendments.
- Knowledge of regulatory compliance requirements for airport operations and real estate agreements.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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VISUAL COMMUNICATIONS DESIGNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Visual Communications Designer is responsible for creating visually compelling designs that meet needs while aligning with the Authority's brand standards. This role requires a deep understanding of the design process, from conceptualization to execution, across a variety of projects such as websites, advertising materials, posters, exhibitions, and corporate communications. The designer blends creativity with technical expertise and maintains a professional approach to project management, ensuring high-quality outcomes that enhance the Authority's visibility and effectiveness in community engagement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works with internal and external stakeholders to create new and original print, web, and multimedia designs based on client specifications, and needs.
- Advises the Authority on strategies to reach a particular audience.
- Creates and maintains files for all creative assets and resources, such as software, art materials, and special fonts, as required for record keeping and referencing.
- Assists in the management of production for all pieces from conception to completion.
- Produces and manages print-ready files for use in production as required, including correct file formatting, trim and bleed marks, etc.
- Serves as a reserve photographer and supports videography efforts.
- Supports social media efforts and campaigns with images and/or video.
- Seeks out new products and maintains cutting-edge industry knowledge.
- Assists with other functions of the Marketing & Communications team as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Graphic Design, Communications, or related field.
- Three (3) years experience in an in-house creative department or design firm.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of brand management principles and practices, ensuring effective development and maintenance of the Authority's brand identity across various platforms.
- Knowledge of design software and tools, including Adobe Creative Suite, to oversee the production of high-quality visual communications and marketing materials.
- Knowledge of the print and digital graphic production process.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

WEB DEVELOPMENT ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Web Development Administrator oversees the Authority's website(s) and digital properties. This role involves diverse responsibilities, including web design/development, site/content maintenance, user support, and updates to ensure alignment with the Authority's goals and objectives. This position is responsible for contributing to creating an engaging and informative online experience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Maintains a cohesive visual identity and web design across the organization's digital landscape.
- Collaborates with leaders to understand functionality and content needs, implementing effective solutions.
- Conducts content creation, editing, and proofreading, issuing final approvals as per established workflows.
- Configures, manages, and maintains websites and digital properties, including building pages and user interfaces.
- Translates design concepts into functional website designs.
- Applies techniques for optimizing website performance.
- Conducts ongoing website inventory analysis to ensure content remains current.
- Collaborates with internal IT teams and external vendors to address user issues, monitor site security, resolve technical issues, and implement upgrades.
- Compiles and presents reports and metrics related to web site usage.
- Serves as subject matter expert and point of contact for website questions and comments.
- Maintains and enforces Website Governance procedures.
- Create training documents and media for Authority-wide Web Administrators Group. Ensures compliance with online ADA accessibility standards and implements necessary improvements.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Information Technology, or related field.
- Six (6) years experience in responsive and adaptive design, along with a comprehensive understanding of the entire front-end web development process, including design, development, and deployment of web sites.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional Webmaster.
- Web Design Professional Certification.
- Certifications and/or coursework in digital media, web design, and/or computer programming.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of custom web content management systems, applications, and tools.
- Knowledge of website management, analytics, and design.
- Knowledge of HTML5/XHTML, CSS, and other web content programming languages.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

WILDLIFE PROGRAM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Wildlife Program Manager is responsible for implementing and managing Wildlife Hazard Management Programs for the Authority. This position handles wildlife transports them when necessary and provides training on wildlife management techniques and regulations to Authority personnel. The Wildlife Programs Manager is an integral part of the Airport Operations team, overseeing the day-to-day implementation of wildlife management programs across multiple airport facilities.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Conducts or oversees Federal Aviation Administration (FAA) compliant Wildlife Hazard Assessments, Wildlife Hazard Site Visits, and continual wildlife.
- Develops and updates Wildlife Hazard Management Plans, ensuring compliance with relevant federal and state wildlife regulations.
- Maintains all necessary permits and completes required reporting for wildlife control activities.
- Coordinates and collaborates with internal departments, external agencies, and airport tenants to align wildlife program initiatives and ensure effective wildlife management.
- Conducts wildlife surveys, harassment, and control measures, including trapping, relocation, and, when necessary, lethal removal.
- Delivers training sessions to airport personnel on wildlife management techniques, regulations, and best practices.
- Performs daily airfield wildlife inspections, documenting findings and taking necessary actions to mitigate wildlife hazards.
- Coordinates the mitigation or elimination of hazardous wildlife habitats on airport property and surrounding areas.
- Deploys and monitors wildlife containment or dispersal equipment, ensuring proper maintenance and functionality.
- Disperses wildlife hazards using approved methods such as vehicles, pyrotechnics, or other appropriate techniques.

- Investigates and collects data on aircraft wildlife strikes, contributing to understanding wildlife-related risks.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Biology, Environmental Science, or related field.
- Three (3) years of progressive experience implementing wildlife control programs, wildlife hazard assessments, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Regulations (FAR) Part 139, FAA Advisory Circulars, FAA CertAlerts, and State of Florida Regulations related to Wildlife Management.
- Knowledge of wildlife hazard management principles and practices applicable to airport environments.
- Knowledge of wildlife and natural resource rules and regulations on a local, state, and federal level, including the National Environmental Policy Act (NEPA).
- Ability to trap, haze, depredate, and euthanize wildlife as approved by permit or regulation.

- Ability to use firearms in accordance with the Authority's Wildlife Hazard Management Plan.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing
- Continuous typing
- Very frequent exposure to extreme weather
- Frequent exposure to excessive noise
- Very frequent use of car/light truck
- Frequent use of firearms

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

WORK CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Business Office Manager (Maintenance), the Work Control Coordinator supports the work control process and manages database functions within the Maintenance department. The Work Control Coordinator performs various complex administrative and clerical duties, including composing reports related to work orders and preventive maintenance history, scheduling meetings, and managing confidential records. Additionally, the coordinator provides training to users of the work control program and ensures the accuracy and timeliness of work control processes while assisting with departmental activities and communications.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs database management functions for work order software applications to ensure accurate and efficient tracking of maintenance activities.
- Composes detailed reports, including work order history, preventive maintenance (PM) history, trade summaries, and employee project hours for managerial approval.
- Schedules, coordinates, and prepares materials for meetings, appointments, and conferences for the divisional manager or senior divisional manager.
- Researches and responds to requests for information and assistance, determining priority status and referring inquiries as necessary.
- Provides training to users of the work control program, ensuring they understand the system's functionalities and best practices.
- Monitors and tracks the progress of work orders to ensure timely completion and adherence to maintenance standards.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in an administrative or clerical role.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of database management principles and practices.
- Knowledge of maintenance department procedures, policies, and rules to ensure compliance and operational effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant Standing, walking & sitting.
- Occasionally lifting up to 60 Ibs or more.
- Frequent bending, stooping & reaching overhead.
- Occasional pushing, pulling, dragging, kneeling & crawling.
- Occasional climbing.
- Occasional exposure to extreme weather.
- Occasional use of car/ light truck.

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WORK CONTROL SYSTEM SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Business Office Manager (Maintenance), the Work Control System Specialist provides administrative and technical support to the Authority's Maintenance department, focusing on the work control system. The Work Control System Specialist performs complex administrative and clerical duties, including composing detailed reports related to work orders, preventive maintenance history, and employee project hours. Additionally, the specialist maintains the departmental dashboard , designing and implementing business process workflows, and leading testing activities for system upgrades.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Maintains the departmental dashboard for monthly, quarterly, and annual performance measures reports for leadership.
- Composes detailed reports related to work orders, preventive maintenance history, trade summaries, and employee project hours for managerial approval.
- Provides guidance and training to users of the work control program, ensuring accuracy and timeliness in work control processes.
- Maintains user manuals and stay current with Work Order System training, facilitating training sessions for Maintenance department staff.
- Designs and documents workflows and business process models for operational efficiency.
- Leads the team in planning and executing testing activities for system upgrades and enhancements, collaborating with analysts and designers.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in an administrative role to include maintenance management system software, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of database management principles and practices.
- Knowledge of maintenance department procedures, policies, and rules to ensure compliance and operational effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing, walking & sitting.
- Frequent lifting up to 25 Ibs or more.
- Frequent bending, stooping & reaching overhead.
- Occasional pushing, pulling, dragging, kneeling & crawling.

- Occasional climbing.
- Occasional exposure to extreme weather.
- Occasional use of car/ light truck.

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Position Title	Hourly Salary
Accounting Manager	$ 55.96
Accounts Payable Specialist	$ 34.66
Administrative Assistant	$ 25.13
Administrative Receptionist	$ 25.62
Air Service Development Manager	$ 53.83
Airfield and Grounds Manager	$ 45.76
Airfield Compliance Manager	$ 50.05
Airfield Operations Duty Manager	$ 50.05
Airfield Supervisor	$ 35.02
Airfield Supervisor	$ 34.66
Airfield Supervisor	$ 37.14
Airfield Technician I	$ 23.50
Airfield Technician I	$ 25.95
Airfield Technician I	$ 23.50
Airfield Technician I	$ 28.64
Airfield Technician I	$ 24.72
Airfield Technician I	$ 26.75
Airfield Technician I	$ 22.82
Airfield Technician I	$ 23.50
Airfield Technician I	$ 27.14
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 24.91
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician I	$ 23.50
Airfield Technician II	$ 27.38
Airfield Technician II	$ 29.87
Airfield Technician II	$ 28.21
Airfield Technician II	$ 30.84
Airfield Technician III	$ 29.53
Airport Concessions Manager	$ 47.04
Airport Credentials Specialist	$ 24.72
Airport Credentials Specialist	$ 25.21
Airport Credentials Specialist	$ 24.72
Airport Duty Manager	$ 50.05
Airport Duty Manager	$ 50.05
Airport Duty Manager	$ 50.05
Airport Duty Manager	$ 50.05
Airport Duty Manager	$ 50.64
Airport Emergency Operations Manager	$ 56.95
Airport Operations Contracts Manager	$ 45.91

Position Title	Hourly Salary
Airport Operations Manager - Terminal	$ 42.12
Airport Operations Manager -AOC	$ 42.83
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Airfield	$ 42.12
Airport Operations Manager-Terminal	$ 42.12
Airport Operations Manager-Terminal	$ 42.12
Airport Operations Manager-Terminal	$ 54.59
Airport Operations Manager-Terminal	$ 42.12
Airport Operations Manager-Terminal	$ 42.12
Airport Operations Manager-Terminal	$ 42.12
Airport Operations Manager-Terminal	$ 42.12
Airport Operations Specialist-Airfield	$ 33.16
Airport Operations Specialist-Airfield	$ 33.17
Airport Operations Specialist-Airfield	$ 33.16
Airport Operations Specialist-Airfield	$ 33.16
Airport Operations Specialist-Airfield	$ 33.16
Airport Operations Supervisor - AOC	$ 40.28
Airport Operations Supervisor-AOC	$ 40.28
Airport Operations Supervisor-AOC	$ 40.28
Airport Operations Supervisor-AOC	$ 40.28
AOC Dispatcher II	$ 33.63
AOC Dispatcher II	$ 36.95
AOC Dispatcher II	$ 25.59
AOC Dispatcher II	$ 25.01
AOC Dispatcher II	$ 26.78
AOC Dispatcher II	$ 35.31
AOC Dispatcher II	$ 23.40
AOC Dispatcher II	$ 26.18
AOC Dispatcher II	$ 27.26
AOC Dispatcher II	$ 26.41
AOC Dispatcher II	$ 26.61
AOC Dispatcher II	$ 26.11
AOC Dispatcher II	$ 25.15
Application Developer II	$ 50.72
Applications Development Manager	$ 67.99
Asset Manager	$ 59.42

Position Title	Hourly Salary
Assistant General Counsel	$ 123.30
Assistant General Counsel	$ 124.85
Assistant General Counsel	$ 127.75
Audit Manager	$ 54.47
Audit Manager	$ 63.38
Automated People Mover Systems Manager	$ 61.58
BIM/CAD Manager	$ 58.83
Board Services Administrator	$ 50.18
Building Fire Systems Technician	$ 26.32
Building Maintenance Manager	$ 47.65
Building Maintenance Supervisor	$ 31.50
Building Maintenance Supervisor	$ 31.93
Building Maintenance Supervisor	$ 33.12
Building Maintenance Technician I	$ 24.08
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician I	$ 24.53
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician I	$ 23.50
Building Maintenance Technician II	$ 28.89
Building Maintenance Technician II	$ 28.95
Building Maintenance Technician II	$ 28.84
Building Service Plumber	$ 29.61
Building Service Plumber	$ 30.64
Building Service Plumber	$ 28.95
Building Service Plumber	$ 28.95
Building Service Plumber	$ 28.95
Building Service Plumber	$ 28.95
Business Analyst	$ 42.12
Business Office Manager (Concessions and Commercial Parking)	$ 41.74
Business Office Manager (General Aviation)	$ 39.48
Business Office Manager (HR & Administration)	$ 41.59
Business Office Manager (Maintenance)	$ 42.09
Business Office Manager (Marketing)	$ 41.94
Business Office Manager (Operations)	$ 38.38
Business Office Manager (Planning & Development)	$ 42.09
Business Office Manager (Procurement)	$ 39.14
Business Office Manager (Real Estate)	$ 42.71
Business Opportunity Certification Specialist	$ 47.39
Business Opportunity Program Manager	$ 51.68
Business Systems Analysis Manager	$ 59.19
Business Systems Analysis Manager	$ 64.18
Business Systems Analyst II	$ 55.97
Business Systems Analyst II	$ 50.51

Position Title	Hourly Salary
Business Systems Analyst II	$ 54.10
Chief Development Officer	$ 200.14
Chief Executive Officer	$ 360.58
Chief Financial Officer	$ 205.42
Chief Legal Officer/General Counsel	$ 195.60
Chief Operating Officer	$ 259.98
Cloud Architect	$ 50.05
Commercial Parking and Ground Transportation Manager	$ 50.37
Commercial Parking Systems Manager	$ 46.15
Commercial Real Estate Specialist	$ 36.55
Communications Manager	$ 47.66
Communications Manager	$ 45.93
Concession Compliance Manager	$ 43.58
Contracts Manager	$ 51.20
Contracts Manager	$ 48.03
Credentials and Access Compliance Manager	$ 43.78
Cyber Security Engineer	$ 60.61
Development Committee Administrator	$ 44.57
Digital Technology and Innovation Manager	$ 69.33
Director of Air Service Development	$ 102.31
Director of Airport Concessions	$ 82.72
Director of Airport Operations & Emergency Management	$ 84.86
Director of Airport Properties and Airline Affairs	$ 98.18
Director of Capital Programs	$ 88.87
Director of Commercial Parking & Ground Transportation	$ 100.96
Director of Commercial Real Estate	$ 86.66
Director of Communications	$ 95.50
Director of Construction	$ 93.10
Director of Design	$ 117.88
Director of Digital Technologies & Innovation	$ 108.92
Director of Enterprise Application Services	$ 95.34
Director of Enterprise Risk Management and Safety	$ 91.61
Director of Finance	$ 100.67
Director of Human Resources	$ 96.56
Director of ITS Enterprise Operations & Client Services	$ 97.25
Director of Marketing	$ 91.36
Director of ORAT	$ 81.73
Director of Planning	$ 93.21
Director of Plant and Facilities	$ 96.56
Director of Procurement, Capital Programs and ITS	$ 85.70
Director of Procurement, Non-Capital Programs and Materials Management	$ 85.70
Director of Strategic Services	$ 82.44
Director of Systems and Grounds	$ 96.56

Position Title	Hourly Salary
Director of Terminal Operations and Guest Experience	$ 92.94
Electrical Manager	$ 47.19
Electrical Supervisor	$ 35.92
Electrical Supervisor	$ 35.96
Electrical Supervisor	$ 36.09
Electrician I	$ 23.50
Electrician I	$ 22.82
Electrician I	$ 23.56
Electrician I	$ 23.50
Electrician I	$ 25.31
Electrician II	$ 30.98
Electrician II	$ 31.68
Electrician II	$ 29.93
Electrician II	$ 27.00
Electrician II	$ 34.04
Electrician II	$ 29.09
Electrician II	$ 31.13
Electrician II	$ 31.98
Electrician III	$ 32.95
Electrician III	$ 38.29
Electronics Manager	$ 45.80
Electronics Supervisor	$ 40.61
Electronics Supervisor	$ 40.61
Electronics Technician I	$ 28.75
Electronics Technician I	$ 28.84
Electronics Technician I	$ 29.61
Electronics Technician I	$ 32.44
Electronics Technician II	$ 35.92
Electronics Technician II	$ 38.75
Electronics Technician II	$ 33.99
Electronics Technician II	$ 32.63
Electronics Technician III	$ 31.93
Endpoint Engineer	$ 50.40
Evidence Technician	$ 28.92
Executive Assistant-Marketing & Communications	$ 44.48
Executive Assistant-Operations & Customer Service	$ 48.84
Finance Intern	$ 25.00
Finance Intern	$ 25.00
Finance Revenue & Contract Manager	$ 60.41
Financial Modeling & Optimization Manager	$ 53.85
Financial Planning Manager	$ 56.95
Fleet Manager	$ 45.02
Fleet Supervisor	$ 36.00

Position Title	Hourly Salary
Fleet Technician I	$ 27.90
Fleet Technician I	$ 26.32
Fleet Technician I	$ 26.32
Fleet Technician I	$ 26.78
Fleet Technician II	$ 29.87
Fleet Technician II	$ 31.98
GA Capital Projects Manager	$ 53.05
GA Capital Projects MultiTrades Worker I	$ 25.61
GA Capital Projects MultiTrades Worker III	$ 31.80
GA Capital Projects MultiTrades Worker III	$ 32.91
GA Capital Projects MultiTrades Worker III	$ 27.91
GA Intern	$ 25.00
GA Maintenance Operations Lead	$ 35.45
GA Maintenance Operations Lead	$ 29.12
GA Maintenance Operations Lead	$ 34.65
GA Maintenance Operations Lead	$ 30.21
GA Maintenance Operations Lead	$ 31.49
GA Maintenance Operations Lead	$ 31.49
GA Maintenance Operations Manager	$ 50.05
General Aviation Operations Manager	$ 47.36
Grounds Supervisor	$ 31.85
Grounds Supervisor	$ 38.82
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.48
Grounds Technician I	$ 21.40
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.04
Grounds Technician I	$ 22.48
Grounds Technician I	$ 22.48
Grounds Technician I	$ 23.36
Grounds Technician II	$ 26.41
Grounds Technician II	$ 29.85
Grounds Technician II	$ 23.50
Grounds Technician II	$ 28.84
Grounds Technician II	$ 25.28
Guest Experience Lead	$ 24.00
Guest Experience Lead	$ 24.00
Guest Experience Lead	$ 24.00
Guest Experience Lead	$ 24.00

Position Title	Hourly Salary
Guest Experience Manager	$ 39.62
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 25.32
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 22.87
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Representative	$ 21.55
Guest Experience Supervisor	$ 33.16
Guest Experience Supervisor	$ 33.16
Guest Experience Supervisor	$ 33.16
Horticultural Technician I	$ 23.50
Horticultural Technician I	$ 28.64
Horticultural Technician II	$ 28.65
HR Business Partner	$ 38.63
HVAC Building Automation Specialist	$ 38.82
HVAC Manager	$ 45.82
HVAC Supervisor	$ 35.89
HVAC Supervisor	$ 35.92
HVAC Technician I	$ 29.95
HVAC Technician II	$ 31.41
HVAC Technician II	$ 28.27
HVAC Technician III	$ 34.66
HVAC Technician III	$ 28.95
HVAC Technician III	$ 28.95
HVAC Technician III	$ 33.54
HVAC Technician III	$ 28.95
HVAC Technician III	$ 32.79
Internal Audit Intern	$ 27.00
IT Project Manager	$ 47.04
ITS Support Specialist	$ 31.20
ITS Associate Support Specialist	$ 34.87
ITS Associate Support Specialist	$ 34.66
ITS Desktop Technician I	$ 35.36
ITS Passenger Processing Specialist I	$ 35.65
ITS Passenger Processing Specialist I	$ 35.36

Position Title	Hourly Salary
ITS Passenger Processing Specialist I	$ 35.65
ITS Passenger Processing Specialist II	$ 39.46
ITS System Administrator	$ 49.91
ITS Systems Engineer	$ 50.81
Junior Information Security Analyst	$ 50.38
Junior Information Security Analyst	$ 49.28
Lead Credentials Specialist	$ 31.77
Lead ITS Network Engineer	$ 65.88
Lead ITS Support Specialist	$ 47.04
Lead ITS Systems Engineer	$ 62.17
Lead Systems Baggage Operator	$ 29.13
Lead Systems Baggage Operator	$ 28.88
Lead Systems Baggage Operator	$ 28.72
Lead Systems Baggage Operator	$ 34.35
Lead Systems Baggage Operator	$ 28.96
Leadership and Employee Development Manager	$ 55.42
Legal Intern	$ 35.00
Logistics Coordinator	$ 32.08
Lost and Found & Volunteer Ambassador Manager	$ 40.87
Lost and Found Property Control Coordinator	$ 22.50
Lost and Found Property Control Coordinator	$ 28.04
Maintenance Duty Manager	$ 39.62
Maintenance Duty Manager	$ 40.61
Maintenance Project Manager	$ 61.36
Maintenance Projects Manager	$ 47.98
Maintenance Projects Supervisor	$ 36.31
Maintenance Projects Supervisor	$ 32.49
Maintenance Projects Technician I	$ 28.64
Maintenance Projects Technician I	$ 22.82
Maintenance Projects Technician I	$ 23.50
Maintenance Projects Technician I	$ 24.91
Maintenance Projects Technician II	$ 29.85
Maintenance Projects Technician II	$ 32.05
Maintenance Projects Technician II	$ 26.32
Maintenance Projects Technician III	$ 33.01
Marketing Coordinator	$ 35.30
Marketing Events Manager	$ 50.14
Marketing Intelligence Analyst	$ 38.70
Marketing Manager	$ 60.64
Marketing Media Producer	$ 47.76
Materials Management Manager	$ 42.12
Network Engineer I	$ 56.03
Network Engineer I	$ 56.36

Position Title	Hourly Salary
Network Engineer I	$ 50.51
Network Engineer II	$ 61.05
Network Engineer III	$ 57.04
Network Engineer III	$ 56.91
Operations Project Manager	$ 65.34
Passenger Processing Manager	$ 64.38
Payroll Operations Finance Manager	$ 67.10
Police Captain	$ 91.61
Police Captain	$ 91.61
Police Corporal	$ 49.93
Police Corporal	$ 39.14
Police Corporal	$ 46.12
Police Corporal	$ 36.63
Police Corporal	$ 41.78
Police Corporal	$ 37.73
Police Lieutenant	$ 65.35
Police Lieutenant	$ 64.02
Police Lieutenant	$ 63.20
Police Lieutenant	$ 63.20
Police Lieutenant	$ 65.27
Police Officer	$ 34.49
Police Officer	$ 36.77
Police Officer	$ 39.49
Police Officer	$ 44.08
Police Officer	$ 30.34
Police Officer	$ 31.15
Police Officer	$ 37.70
Police Officer	$ 31.77
Police Officer	$ 40.05
Police Officer	$ 38.53
Police Officer	$ 29.20
Police Officer	$ 29.98
Police Officer	$ 38.45
Police Officer	$ 36.33
Police Officer	$ 30.88
Police Officer	$ 38.73
Police Officer	$ 29.05
Police Officer	$ 36.68
Police Officer	$ 37.35
Police Officer	$ 30.06
Police Officer	$ 29.05
Police Officer	$ 44.56
Police Officer	$ 32.29

Position Title	Hourly Salary
Police Officer	$ 31.50
Police Officer	$ 30.88
Police Officer	$ 44.60
Police Officer	$ 30.60
Police Officer	$ 37.71
Police Officer	$ 38.70
Police Officer	$ 33.82
Police Officer	$ 30.86
Police Officer	$ 29.98
Police Officer	$ 32.01
Police Officer	$ 34.49
Police Officer	$ 33.27
Police Officer	$ 30.08
Police Officer	$ 30.08
Police Officer	$ 40.34
Police Officer	$ 33.97
Police Officer	$ 38.42
Police Officer	$ 33.47
Police Officer	$ 36.33
Police Officer	$ 28.20
Police Officer	$ 37.61
Police Officer	$ 33.78
Police Officer	$ 44.50
Police Officer	$ 30.08
Police Officer	$ 36.95
Police Officer	$ 29.98
Police Officer	$ 39.49
Police Officer	$ 30.97
Police Sergeant	$ 60.60
Police Sergeant	$ 52.35
Police Sergeant	$ 57.16
Police Sergeant	$ 52.35
Police Sergeant	$ 53.96
Police Sergeant	$ 50.37
Police Sergeant	$ 60.61
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Agent	$ 34.66
Procurement Agent	$ 33.65
Procurement Programs Manager	$ 42.12
Procurement Project Consultant	$ 89.26
Program Manager I	$ 61.90

Position Title	Hourly Salary
Program Manager I	$ 60.10
Projects and Grants Finance Manager	$ 69.09
Projects Control Senior Analyst	$ 52.55
Projects Control Senior Analyst	$ 41.04
Property Control Specialist	$ 28.91
Property Control Specialist	$ 28.08
Public Administrative Specialist II	$ 25.61
Public Administrative Specialist II	$ 28.98
Public Safety Compliance Manager	$ 50.73
Public Safety Dispatch Manager	$ 50.72
Public Safety Dispatch Supervisor	$ 38.64
Public Safety Dispatch Supervisor	$ 38.64
Public Safety Dispatch Supervisor	$ 38.64
Public Safety Dispatch Supervisor	$ 38.64
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 31.09
Public Safety Dispatcher III	$ 30.11
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 38.71
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 30.87
Public Safety Dispatcher III	$ 30.28
Public Safety Dispatcher III	$ 29.09
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 28.84
Public Safety Dispatcher III	$ 31.49
Public Safety Dispatcher III	$ 30.89
Real Estate Project Manager	$ 51.91
Real Estate Project Manager	$ 72.11
Records and Information Analyst I	$ 40.78
Records and Information Coordinator	$ 27.91
Records and Information Manager	$ 52.85
Records and Information Technician	$ 33.13
Resource Systems Manager	$ 56.95
Risk Management Specialist	$ 33.67
Risk Management Specialist	$ 33.92
Safety Management System (SMS) Specialist	$ 32.19
Safety Management System (SMS) Specialist	$ 33.65
Security Operations Compliance Manager	$ 50.05
Security Projects and Access Control Compliance Manager	$ 50.05
Senior Accountant - Financial Reporting and General Ledger	$ 48.08
Senior Accountant-Accounts Receivable	$ 39.85
Senior Accountant-General Ledger	$ 38.64

Position Title	Hourly Salary
Senior Accounts Payable Specialist	$ 43.56
Senior Administrative Assistant	$ 33.77
Senior Application Developer I	$ 66.01
Senior Auditor	$ 49.52
Senior Auditor	$ 47.12
Senior Business Analyst	$ 47.07
Senior Business Systems Analyst I	$ 55.91
Senior Business Systems Analyst II	$ 55.72
Senior Construction Inspector	$ 46.14
Senior Construction Inspector	$ 50.51
Senior Construction Inspector	$ 48.80
Senior Construction Inspector	$ 48.27
Senior Construction Project Manager	$ 65.61
Senior Construction Project Manager	$ 59.42
Senior Database Administrator	$ 56.95
Senior Executive Administrative Assistant to CEO	$ 52.91
Senior Financial Planning & Treasury Accountant	$ 46.55
Senior Financial Planning Analyst	$ 48.08
Senior Human Resources Analyst	$ 49.52
Senior Human Resources Business Partner	$ 54.47
Senior Human Resources Business Partner	$ 47.04
Senior Human Resources Business Partner	$ 55.46
Senior IT Project Manager	$ 60.18
Senior ITS Digital Technology Specialist	$ 58.27
Senior ITS Digital Technology Specialist	$ 53.92
Senior ITS System Administrator	$ 51.17
Senior ITS Systems Engineer	$ 55.36
Senior ITS Systems Engineer	$ 58.83
Senior Legal Administrator	$ 44.57
Senior Lost and Found Property Control Coordinator	$ 35.92
Senior Lost and Found Property Control Coordinator	$ 27.04
Senior Manager of Security Compliance	$ 64.38
Senior Manager of Airport Concessions	$ 74.59
Senior Manager of Airport Operations Center	$ 64.81
Senior Manager of Airport Safety	$ 59.42
Senior Manager of Business Architecture & Product Support	$ 70.54
Senior Manager of Client & Field Services	$ 64.27
Senior Manager of Commercial Parking and Ground Transportation	$ 77.90
Senior Manager of Commercial Real Estate	$ 61.21
Senior Manager of Communications	$ 64.20
Senior Manager of Construction	$ 76.75
Senior Manager of Construction	$ 74.28
Senior Manager of Construction	$ 74.28

Position Title	Hourly Salary
Senior Manager of Construction	$ 74.28
Senior Manager of Digital Marketing & Strategy	$ 66.36
Senior Manager of Employee Relations & Talent Acquisition	$ 60.10
Senior Manager of Enterprise Service Delivery	$ 75.92
Senior Manager of Environmental Services	$ 79.05
Senior Manager of Facilities	$ 66.85
Senior Manager of Financial Operations	$ 71.80
Senior Manager of Financial Planning and Analysis	$ 69.33
Senior Manager of GA Capital Projects, Business & Admin	$ 73.84
Senior Manager of GA Operations & Maintenance	$ 66.95
Senior Manager of Grounds	$ 66.85
Senior Manager of Guest Experience and Lost & Found	$ 66.68
Senior Manager of Information Security Office	$ 73.33
Senior Manager of Innovation	$ 75.21
Senior Manager of Internal Audit	$ 70.88
Senior Manager of Internal Audit	$ 65.86
Senior Manager of IT Infrastructure	$ 81.94
Senior Manager of Leadership and Employee Development	$ 63.14
Senior Manager of Marketing Programs & Partnerships	$ 60.91
Senior Manager of Operations Support	$ 66.36
Senior Manager of Planning and Design	$ 76.26
Senior Manager of Planning and Design	$ 76.03
Senior Manager of Planning and Design	$ 75.87
Senior Manager of Plant Operations	$ 66.85
Senior Manager of Procurement, Capital Programs and ITS	$ 59.42
Senior Manager of Procurement, Non-Capital Programs	$ 60.63
Senior Manager of Procurement, Non-Capital Programs	$ 59.42
Senior Manager of Project Controls	$ 74.28
Senior Manager of Risk and Insurance	$ 65.61
Senior Manager of Systems	$ 66.85
Senior Manager of Technology Program Management Office	$ 75.10
Senior Manager of Terminal Operations	$ 64.81
Senior Manager of Traffic	$ 61.50
Senior Manager Public Safety Administration	$ 60.41
Senior Procurement Agent	$ 42.54
Senior Procurement Agent	$ 42.34
Senior Procurement Agent	$ 42.46
Senior Procurement Agent	$ 45.55
Senior Project Director	$ 66.95
Senior Project Director	$ 68.86
Senior Project Director	$ 62.50
Senior Project Payables Specialist	$ 34.48
Senior Property Control Specialist	$ 33.16

Position Title	Hourly Salary
Senior Property Control Specialist	$ 33.16
Senior Property Control Specialist	$ 33.16
Senior Real Estate Project Manager	$ 52.79
Senior Real Estate Project Manager	$ 50.05
Senior Systems Baggage Operator	$ 28.72
Senior Technical Program Manager	$ 68.90
Senior Traffic Specialist	$ 34.31
Senior Traffic Specialist	$ 25.88
Senior Traffic Specialist	$ 25.13
Senior Traffic Specialist	$ 25.88
Senior Traffic Specialist	$ 26.92
Solutions Architect	$ 76.75
Staff Accountant	$ 34.66
Sustainability and Resilience Program Director	$ 62.29
System Automation Technician	$ 41.50
Systems Automation Manager	$ 58.49
Systems Automation Technician	$ 45.68
Systems Automation Technician	$ 51.76
Systems Automation Technician	$ 54.03
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 25.13
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 25.56
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.48
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04

Position Title	Hourly Salary
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 23.36
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.48
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 24.25
Systems Baggage Operator	$ 22.93
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 21.40
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 22.04
Systems Baggage Operator	$ 26.45
Systems Baggage Operator	$ 22.93
Systems Maintenance Manager	$ 45.76
Systems Maintenance Supervisor	$ 37.93
Systems Maintenance Supervisor	$ 36.97
Systems Maintenance Supervisor	$ 36.64
Systems Maintenance Supervisor	$ 37.54
Systems Maintenance Technician II	$ 27.38
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 25.55
Systems Maintenance Technician II	$ 24.50
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 26.32
Systems Maintenance Technician II	$ 32.69
Systems Maintenance Technician II	$ 30.00
Systems Maintenance Technician II	$ 34.12
Systems Maintenance Technician II	$ 29.57
Systems Maintenance Technician II	$ 27.38
Systems Maintenance Technician III	$ 31.65
Systems Maintenance Technician III	$ 33.42
Systems Maintenance Technician III	$ 32.31
Systems Maintenance Technician III	$ 32.31
Systems Maintenance Technician III	$ 31.06
Systems Operations Manager	$ 47.65
Systems Operations Supervisor	$ 34.16
Systems Operations Supervisor	$ 33.99
Systems Operations Supervisor	$ 35.35

Position Title	Hourly Salary
Systems Operations Supervisor	$ 36.32
Systems Operations Supervisor	$ 31.93
Systems Operations Supervisor	$ 38.82
Terminal Operations Duty Manager	$ 50.05
Traffic Operations Manager	$ 42.12
Traffic Specialist	$ 20.80
Traffic Specialist	$ 26.12
Traffic Specialist	$ 22.09
Traffic Specialist	$ 20.80
Traffic Specialist	$ 22.62
Traffic Specialist	$ 36.08
Traffic Specialist	$ 32.82
Traffic Specialist	$ 23.92
Traffic Specialist	$ 36.32
Traffic Specialist	$ 23.12
Traffic Specialist	$ 28.08
Traffic Specialist	$ 22.48
Traffic Specialist	$ 20.19
Traffic Specialist	$ 20.80
Traffic Specialist	$ 22.62
Traffic Specialist	$ 24.16
Traffic Specialist	$ 22.29
Traffic Specialist	$ 37.67
Traffic Specialist	$ 23.23
Traffic Specialist	$ 22.16
Traffic Specialist	$ 22.62
Traffic Specialist	$ 35.18
Traffic Specialist	$ 22.52
Traffic Specialist	$ 28.08
Traffic Specialist	$ 20.80
Traffic Specialist	$ 23.01
Traffic Specialist	$ 20.98
Traffic Specialist	$ 20.80
Traffic Specialist	$ 34.09
Traffic Specialist	$ 22.28
Traffic Specialist	$ 22.28
Traffic Specialist	$ 22.85
Traffic Specialist	$ 20.82
Traffic Specialist	$ 22.84
Traffic Specialist	$ 23.12
Traffic Specialist	$ 20.19
Traffic Specialist	$ 22.16
Traffic Specialist	$ 21.40

Position Title	Hourly Salary
Traffic Specialist	$ 21.28
Traffic Specialist	$ 32.77
Traffic Specialist	$ 28.35
Traffic Specialist	$ 22.28
Traffic Specialist	$ 21.47
Traffic Specialist	$ 24.04
Traffic Specialist	$ 28.08
Traffic Specialist	$ 32.82
Traffic Specialist	$ 21.00
Traffic Supervisor	$ 38.64
Traffic Supervisor	$ 38.64
Traffic Supervisor	$ 38.64
Traffic Supervisor	$ 38.64
Training Coordinator, Traffic	$ 30.93
Vice President of Capital Programs	$ 126.78
Vice President of Concessions & Commercial Parking	$ 137.73
Vice President of Finance	$ 123.19
Vice President of General Aviation	$ 118.45
Vice President of Human Resources, Enterprise Risk Management and Safety	$ 136.18
Vice President of Information Technology	$ 139.89
Vice President of Internal Audit	$ 113.89
Vice President of Maintenance	$ 125.04
Vice President of Marketing, Communications and Strategy	$ 146.08
Vice President of Operations	$ 136.48
Vice President of Planning & Development	$ 147.58
Vice President of Procurement	$ 122.68
Vice President of Public Safety & Security	$ 131.22
Vice President of Real Estate	$ 143.87
Visual Communications Designer	$ 44.36
Web Development Administrator	$ 61.47
Wildlife Programs Manager	$ 44.41
Work Control Coordinator	$ 23.49
Work Control System Specialist	$ 33.16

ACCOUNTS PAYABLE SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Accounts Payable Supervisor, the Accounts Payable Specialist is responsible for performing accounting tasks that involve reviewing, processing, and maintaining complex financial records within the General Ledger and associated sub-ledgers. This role requires independent judgment to research and reconcile discrepancies while ensuring compliance with established accounting standards and policies. The Accounting Specialist may also engage in significant customer or client interactions and is expected to work collaboratively with a professional accountant, potentially training or providing procedural guidance to colleagues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Processes accounts payable transactions, including invoice verification, data entry, and payment processing, in a timely manner.
- Assists in the preparation of financial statements and reports, providing necessary documentation and analysis.
- Prepares and maintains detailed documentation of accounting processes and procedures to support audits and compliance.
- Supports month-end and year-end closing activities by ensuring all transactions are recorded accurately and in a timely manner.
- Monitors and evaluates financial data for accuracy, identifying trends and areas for improvement.
- Assists in the evaluation and implementation of new accounting software and tools to enhance operational efficiency.
- Participates in internal and external audits by providing necessary documentation and support to auditors.
- Maintains organized financial records to ensure easy access and retrieval for reporting and auditing purposes.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business, or related field.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ACCOUNTS RECEIVABLE AND REVENUE CONTROL FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Accounts Receivable and Revenue Control Finance Manager is responsible for overseeing accounts receivable billing. This role handles the collections process for Authority tenants and revenue collection beyond public parking operations. As a super-user, the manager provides expertise and leadership to staff, ensuring the effective implementation and compliance of the billing system while reviewing tenant agreements for accuracy and compliance to maximize revenue. The position leverages independent decision-making to address billing issues and the ability to interpret contracts while integrating new financial technologies to improve billing processes.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and oversees the annual accounts receivable billing for the Authority.
- Oversees accurate billing of all invoices created by the Authority.
- Ensures accuracy of monthly activity reports submitted by a variety of tenant partners.
- Manages monthly collections process from start to finish, requiring continuous communication with internal and external partners regarding past due invoices and what is needed to remedy the issues and collect the revenue.
- Oversees proper collection of annual Passenger Facility Charges to ensure compliance with Federal guidelines.
- Ensures proper application of all invoice payments coming to the Authority and communicates with tenant partners to resolve incorrect/unapplied payments as necessary.
- Oversees the annual audit process for all billable tenants, ensuring that required external audits are submitted in compliance with their agreements, and that all credit calculations and billing amounts are accurate and finalized..
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance or related field.
- Four (4) years related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of accounts receivable processes, billing practices, and financial regulations, particularly those relevant to aviation authorities.
- Knowledge of compliance requirements related to Passenger Facility Charges and federal guidelines.
- Knowledge of financial billing and accounting software used to process invoices.

- Ability to analyze financial data to ensure accuracy in billing and compliance during the annual audit process.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ADMINISTRATIVE RECEPTIONIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience and Lost & Found, the Administrative Receptionist provides administrative support and reception services at the SkyCenter One offices of the Authority. This position is responsible for greeting visitors in person and via telephone, ensuring a welcoming experience, and efficiently managing multiple phone lines. Additionally, the Administrative Receptionist coordinates tours offered by Guest Experience throughout Tampa International Airport, handling all related communication, scheduling, and follow-up activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Answers calls from multiple designated phone lines, routing, greeting, and providing direction to business partners and guests of the Authority.
- Reviews and distributes all express mail, phone correspondence, and other related reception duties for Authority professional staff.
- Serves as coordinator during SkyConnect outage plan.
- Distributes plans and dispatch participants to respective locations.
- Communicates with requesting attendees, booking tours, calendar management, and scheduling of available tour guides.
- Handles all concerns, questions, and feedback from airport tour program surveys.
- Creates follow-up surveys to ensure guest tour satisfaction.
- Manages tour booking software, ensuring the tour scheduling calendar is updated and confirmation correspondence is sent to participants.
- Assists Executive Administration in greeting and providing direction to members of the public attending Authority monthly Board Meetings.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.

- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in administrative or secretarial field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of administrative and secretarial procedures, including word processing, records maintenance, and transcription, to efficiently support executive leadership and staff.
- Skill in managing multiple phone lines, greeting visitors, and providing accurate information and direction to guests and business partners.
- Knowledge of the policies and procedures of the Authority, enabling informed responses to inquiries and requests.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIR SERVICE DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Air Service Development, the Air Service Development Manager is responsible for leading initiatives to attract airlines to Tampa Bay and enhance flight capacity in both domestic and international markets. This role entails cultivating and managing relationships with air carrier network planning executives, ensuring prompt responses to inquiries, and conducting analytical assessments to bolster the Authority's air service initiatives. The manager is responsible for the creation and presentation of reports for network planning conferences and meetings, as well as overseeing consultant partnerships and project specifications. Additionally, the position includes managing the Air Service Incentive Program (ASIP), which involves maintaining documentation and communication with airlines and community stakeholders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Represents the Authority at events and meetings with airlines and community stakeholders to support the Airport's air service and economic development strategies.
- Develops and executes strategies to attract airlines to the Authority and increase flight offerings in domestic and international markets.
- Collaborates with the Marketing department and other Authority divisions to provide information and data analysis as needed.
- Develops and delivers high-quality multi-media presentations and written reports that summarize research results, findings, and recommendations.
- Monitors the performance of and provides guidance to air service consultants to ensure project schedules are met and services are delivered with high quality and value.
- Assists in preparing budget requests and manage the administration of the approved budget for air service initiatives.
- Collaborates with IT to ensure that data and software requirements are effectively planned and executed.
- Maintains relationships with air carrier network planning personnel, ensuring timely responses to inquiries and requests.
- Prepares analytical assessments to support air service efforts and inform decision-making processes.
- Coordinates the delivery of time-sensitive reports to airline representatives and stakeholders.
- Engages in outreach efforts to promote the benefits of operating to potential airline partners.

- Evaluates and reports on the effectiveness of air service initiatives and recommend improvements as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Statistics, Data Science, Economics, Aviation Management, Business Administration, or related field.
- Four (4) years experience in airline network planning, air service development or another industry heavily dependent upon data analytics/insights.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations and air service development principles, including airline network planning concepts, market analysis and financial forecasting.
- Knowledge of domestic and international airline passenger and air cargo operations, including network decision-making processes.
- Knowledge of airport business operations fundamentals and related federal regulations governing airport functions.

- Ability to analyze data effectively.
- Ability to negotiate and influence stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs.
- Frequent bending and stooping
- Occasional pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRFIELD AND GROUNDS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield, Fleet & Grounds, the Airfield and Grounds Manager performs managerial, leadership, and technical duties, planning and directing the maintenance and repair of the Airfield and Airport Grounds for the Authority. The Airfield and Grounds Manager is primarily responsible for the management of the activities and personnel of the Airfield and Grounds Sections of the department. This role oversees and evaluates work activities for compliance with regulations and safety standards while ensuring the Airport successfully passes the annual FAA FAR Part 139 inspection without significant airfield issues.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.
- Ensures the Authority completes and passes the annual FAA FAR Part 139 inspection with no major airfield discrepancies.
- Drafts technical reports, including but not limited to staffing analysis and equipment life cycles.
- Creates requisitions and maintains replacement parts and materials to complete assignments promptly.
- Develops contractor specifications and oversees the performance of contractors in assigned areas to ensure construction and maintenance requirements are satisfied and services are completed per specifications.

- Responsible for creating and maintaining the budgets for both the Airfield and Grounds Sections and ensuring expenses are kept within budget allowance.
- Prepares technical specifications for equipment acquisition.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, or related field.
- Four (4) years experience in construction, maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and structures.

- Knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility. FAA FAR Part 139 Regulations, Airport (AC) Advisory Circular etc.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority
- with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching over-head, kneeling & crawling.
- Frequent typing.
- Occasional climbing.
- Continuous exposure to extreme weather.
- Frequent exposure to chemicals & insects.
- Continuous use of car/light truck.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

AIRFIELD OPERATIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Airfield Operations Compliance Manager is responsible for all assigned airfield activities of the Airport Certification Program relating to Federal Aviation Administration (FAA), 14 Code of Federal Regulations (CFR) Part 139 regulatory compliance. This position is responsible for the self-inspection program, construction, and maintenance coordination, and working with various government agencies. Additionally, this position is responsible for the administrative, supervisory, and technical aspects relating to the regulatory compliance issues of the Operations department.
Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Inspects all runways, taxiways, ramps, and the associated areas to ensure compliance with 49 CFR Part 139 and the Airport Certification Manual and to ensure conditions are safe for the continued operation of an aircraft.
- Supports terminal ramp safety inspections, Foreign Object Debris (FOD) inspections and other inspections as part of the Authority's safety management system.
- Assists Airport Operations Managers with the coordination of daily airfield activities related to airfield maintenance work, airfield construction projects, aircraft, and vehicle movement.
- Monitors airport tenants and leased areas for possible violations of the Airport Rules/Regulations and other applicable regulations. Notifies appropriate parties in the Aviation Department of investigations and corrections.
- Ensures compliance with Federal airport certification regulation [Title 14 CFR, Part 139].
- Facilitates inspections of airport property to ensure compliance with Federal Regulations.
- Oversees Airfield Training Programs, to include computer-based training for airport personnel and tenants. Development and implementing airfield training will be required.
- Facilitate proper response to any letters of investigation, civil penalties and or other requirements or inquiries made by the FAA.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Three (3) years experience in airport operations at a medium to large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prior experience as an Airport Operations Manager or Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Occasional lifting over 60 Ibs
- Occasional, bending/stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRFIELD OPERATIONS DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Airfield Operations Duty Manager is responsible for managing daily operations of the airfield; and administering the allocation of resources, establishing policies and procedures, initiating programs, and managing personnel to ensure the continuity of operations; coordinates, monitors, and/or implements operational activities with key management representatives from the airlines, FAA, TSA, tenants, construction and other individuals within and outside the Authority

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the development and maintenance of airport policies, procedures, and compliance manuals, including the Airport Certification Manual and Airport Emergency Plan.
- Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Works with airport stakeholders, tenants, and contractors to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airfield.
- Manages the schedule for the airfield operations department, including shift coverage, vacation bid, and time off.
- Attends airport safety-related meetings and seminars as a representative of the Authority when necessary.
- Represents the Senior Manager of Airfield Operations & Compliance when they are unavailable; including meeting, trainings, and representation during emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Airport Operations, Business Administration, or related field.
- Four (4) years experience in airport operations at a medium to large airport, or related field.
- Two (2) years of supervisory experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential within one year of hire .
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Obtain and maintain position-appropriate NIMS & emergency management training.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities

- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to use firearms in accordance with the airports' Wildlife Hazard Management Plan.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Occasional lifting over 60 Ibs
- Occasional, bending/stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional use of car/light truck

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AIRFIELD SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Airfield and Grounds Manager, the Airfield Supervisor performs supervisory work related to the maintenance, repair, and construction of the airports AOA including all runway and taxiways , grounds, and roadways. This position involves ensuring compliance with FAA Part 139 regulations, including airfield paint markings and pavement condition indexing while coordinating maintenance tasks and supervising personnel. The supervisor prioritizes and inspects work activities for compliance with safety standards, plans job layouts, and manages the airfield maintenance work order process.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Prioritizes, participates in, and inspects work activities to ensure compliance with FAA regulations, specifications, codes, and safety standards, promoting operational efficiency and a safe working environment.
- Plans job layouts and estimate materials, equipment, and tools needed for maintenance personnel to perform work assignments effectively.
- Prepares and maintains both manual and computerized reports, records, and logs documenting work performed, materials used, and equipment maintained to ensure an audit trail.
- Coordinates and manages the Airfield Maintenance work order process, ensuring timely assignment and completion of work orders.
- Assists in preparing requisitions and maintain inventory of replacement parts and materials to ensure timely completion of maintenance tasks.
- Monitors compliance with safety standards during all maintenance activities and take corrective action as needed.

- Evaluate and document pavement conditions in accordance with FAA Part 139 regulations and coordinate necessary repairs.
- Participate in emergency response planning and execution as it pertains to airfield maintenance operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Facilities Management, Construction, or related field.
- Four (4) years trades experience.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Airfield Movement Area Training within six (6) months of hire and annually.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Maintain current Certified Stripe Hog Operator Certification (within 1 year of hire), Sight Line Airfield Marking Certification (within 1 year of hire)
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of airfield pavement, markings, landscape and other structures.
- Knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility. FAA FAR Part 139 Regulations, Airport (AC) Advisory Circular etc.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority
- with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching overhead, kneeling & crawling.
- Frequent typing.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

AIRFIELD TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician I performs technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. This role involves various tasks, including the maintenance of airfield paint markings, pavement condition indexing, and field conditioning, as well as ensuring security requirements are met. The Airfield Technician I performs daily grounds cleanup, manages trash and debris removal (Excluding Hazardous Materials, conducts pavement inspections, and conducts repairs on asphalt, concrete, and fencing.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts daily cleanup of grounds, roadways, and AOA areas, including the removal of trash and debris from airport property.
- Performs airfield grounds maintenance tasks, including pavement inspections, preventive maintenance, and repairs to ensure compliance with FAA FAR Part 139.
- Maintains proper grades at pavement shoulders, NAVAIDs, manholes, drop inlets, and other airfield appurtenances.
- Manages and maintains stormwater drainage components, including drop inlets, outfalls, riprap ditches, and detention ponds, to prevent ponding and ensure proper drainage.
- Conducts maintenance of painted lines and markings on runways, taxiways, aprons, parking lots, garages, and roadways.
- Cuts grass in and around airfield areas, including edge lights, signs, light lanes, and fence lines.
- Clears brush on hillsides, drainage ditches, and fence lines to maintain visibility and safety.
- Performs preparation work and painting of airfield markings to ensure compliance with FAA standards.
- Operates power equipment such as sweeper trucks, painting equipment, mowing equipment, air compressors, and front-end loaders.

- Maintains perimeter fencing and gates, performing right-of-way maintenance, including mowing, trimming, and herbicide application.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of this position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in working with heavy equipment, general construction, maintenance, or related field.
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.
- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.

- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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AIRFIELD TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician II performs technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. The Airfield Technician II is responsible for a full scope of airfield-related services, including the operation of light and heavy equipment, and provides training to co-workers on the safe use of construction and maintenance equipment. Additionally, the Airfield Technician II coordinates work with specialized airport divisions, performs preventative maintenance on equipment, and responds to airport emergencies while supporting first responders.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Functions as a lead operator to perform high-level maintenance operations in compliance with FAA guidelines using specialized heavy equipment such as Stripe Hogs, Street Sweepers, Front End Loaders, and Skid Steers.
- Provides on-the-job training and mentorship to co-workers, ensuring quality of work and operational efficiency.
- Oversees and monitors maintenance functions, ensuring technicians use the proper tools, equipment, and personal protective equipment safely and effectively.
- Reports and communicates issues, project statuses, daily log hours, materials used, and other relevant information to supervisors.
- Creates and maintains work records, including drafting and submitting airfield maintenance work orders, complaint resolutions, and FAA inspection records.
- Coordinates Airfield Maintenance personnel and resources, making priority determinations and confirming task completion.
- Responds to aircraft emergencies, facility equipment failures, pavement failures, and hazardous incidents, assisting as needed.
- Participates in the planning and execution of maintenance tasks to enhance the overall safety and efficiency of airport operations.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience working with heavy equipment, general construction, maintenance, or repairs, of which one year is in airfield maintenance.
- Or equivalent combination of education, training, and experience.
- Required to maintain current Certified Stripe Hog Operator Certification (within 1 year of hire),
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Sight Line Airfield Marking Certification (within 1 year of hire),
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.

- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to act as a lead and provide technical guidance to others.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.
- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

AIFIELD TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of an Airfield Supervisor, the Airfield Technician III performs advanced technical work related to the operations and duties of leading and assigning tasks in safety, maintenance, and security within the airport environment. The Airfield Technician III is responsible for planning job layouts, estimating materials, and coordinating tasks to enhance and maintain airport assets effectively. This role also involves maintaining accurate work records, overseeing, and training employees, and promoting a collaborative work environment while upholding high standards of safety and operational efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads a team in performing airfield maintenance duties, ensuring high standards of safety, efficiency, and compliance with FAA regulations.
- Plans job layouts for maintenance activities, estimating materials and determining necessary equipment and tools for effective execution.
- Monitors, prioritizes, and inspects work activities to ensure compliance with FAA Part 139 regulations, specifications, codes, and safety standards.
- Oversees preventive maintenance activities to improve operational effectiveness and extend the lifecycle of airport assets.
- Responds to inquiries and provide information related to work assignments, resolving problems, and handling complaints effectively.
- Conducts pavement condition indexing and ensure proper maintenance of airfield paint markings and signage.
- Performs inspections and assessments of airfield grounds, roadways, and facilities to identify maintenance needs and ensure compliance.
- Assists in the development of maintenance schedules and work orders to optimize the use of resources and personnel.

- Participates in emergency response efforts as needed, providing support during incidents and ensuring the safety of airport operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience working with heavy equipment, general construction, maintenance, or repairs, of which one year is in airfield maintenance.
- Required to maintain current Certified Stripe Hog Operator Certification (within 1 year of hire),
- Sight Line Airfield Marking Certification (within 1 year of hire),
- Or equivalent combination of education, training, and experience.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance practices for airfield facilities, including pavement condition indexing and field conditioning techniques.
- Knowledge of common trade tasks, procedures, techniques, and the tools required for efficient airfield maintenance operations.
- Ability to lead a team and manage projects.
- Ability to operate hand and power tools, including electrical and gas-operated equipment, used in airfield maintenance.
- Ability to work independently with general supervision while maintaining a safe and effective work environment.
- Ability to operate maintenance vehicles safely to transport equipment and personnel to various work sites.
- Ability to maintain a clean and organized work site during and after project completion.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Reaching overhead, kneeling & crawling up to 6 hours per day.
- Occasional climbing.
- Continuous exposure to extreme weather, chemicals, insects & excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment and power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

AIRPORT CONCESSIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Concessions, the Airport Concessions Manager is responsible for assisting with the administration of leases and contracts to ensure compliance with terms and conditions; monitoring business partner operations, and supporting the development of business and operational recommendations. The role involves maintaining positive relationships with business partners and conducting regular site visits. Additionally, the manager will assist with contract management, procurement activities, business partner compliance, and conflict management, while supporting the daily management of relationships between the Authority and its business partners.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Builds and maintains internal and external relationships to help achieve operational goals.
- Assists Concessionaire partners in promoting success by tracking and reviewing short-term and long-term performance metrics.
- Ensures compliance with leases and contracts by enforcing provisions related to insurance, surety, security, pricing, and collections.
- Prepares and provides input on a variety of financial reports, including the development of pro forma statements, break-even analyses, and cost-benefit evaluations.
- Prepares presentations to further the Authority's strategic business plan and supports new initiatives.
- Supports the financial performance of business lines by assisting with the preparation of the departmental budget.
- Assists with the development and management of procurements.
- Prepares and assists with the drafting of documents for Authority Board meetings.
- Manages daily interactions between the Authority and concession tenants; help resolve tenant and customer complaints or conflicts to ensure high-quality customer service.
- Supports events for Airport tenants including training seminars, meetings and special events and assistance with security clearance and badging.
- Ensures business partners submit required reports and payments on time and assists with collection of past due fees.
- Coordinates with other Authority departments and outside agencies as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; admitting mistakes and learning from them; and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Three (3) years experience in contract management, property management or related field such as multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park management or rental car concessions management, commercial property/shopping center management, or hotel management.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Five (5) years experience in contract management, property management or related field such as multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park management or rental car concessions management, commercial property/shopping center management, or hotel management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and skill in the use of Microsoft Word, PowerPoint, Excel, and Visio.

- Knowledge and skill in contract management, sales support and financial management.
- Skills and ability to administer and manage contract documents.
- Skilled in using logic, reasoning, and analytics to identify complex problems, evaluate alternative solutions, and develop valuable business insights.
- Skills and the ability to be organized while simultaneously prioritizing tasks.
- Ability to remain in compliance with policies and procedures.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking and standing
- Continuous sitting
- Continuous typing

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AIRPORT CREDENTIALS SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Credentialing & Access Control Compliance Manager, the Airport Credentials Specialist is responsible for performing various administrative duties related to credentialing all Authority personnel and airport vendors/tenants. This role manages confidential correspondence while supporting the Credentialing and Access Control Compliance Manager. The Airport Credentials Specialist also answers inquiries regarding the badging and credentialing process and assists with research and information requests to ensure efficient operations within the department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Perform various administrative and confidential functions to support the Credentialing and Access Control Compliance Manager.
- Distributes detailed incoming and outgoing mail, electronic correspondence, and statements for the department manager or senior department manager.
- Answers inquiries related to the badging and credentialing process while handling sensitive security information and confidential records.
- Researches and responds to requests for information and assistance, assessing priority status and referring issues to the appropriate personnel as needed.
- Maintains accurate records of credentialing activities and ensure compliance with relevant regulations and policies.
- Assists in the development and implementation of credentialing procedures and best practices to enhance operational efficiency.
- Conducts periodic audits of credentialing records to ensure accuracy and compliance with established standards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Two (2) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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AIRPORT DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Airport Duty Manager oversees and proactively leads the day-to-day safety, security, and efficiency of operations at the Authority. The Airport Duty Manager evaluates any incidents and escalates through Executive Management if required, initiating the Emergency Response Plans with little to no guidance. The Airport Duty Manager is responsible for all forward-planning operations for the Authority and ensuring the successful proactive management of the operation focused on safety, security, customer service, and efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures compliance with FAA and TSA and all other applicable regulations.
- Monitors airport operations and directs operations staff to ensure safe and efficient service to airport users.
- Provides leadership in emergencies, taking such action as needed to move equipment, settle public unrest, and make decisions in disputes - all to ensure the smooth functioning of the airport.
- Develops changes and additions to procedures to continuously improve airport operations' safety, security, and efficiency.
- Monitors all key performance indicators and proactively leads to address and/or mitigate any issues that may arise.
- Monitors customer feedback on social media and ensures immediate action on issues/opportunities where appropriate.
- Manages, maintains, and ensures the proper equipping of the Emergency Operations Center.
- Leads applicable training courses as directed.
- Coordinates and documents drills and addresses any issues or shortcomings identified with little to no guidance.

- Completes after-action reviews and proactively implements enhancements to better responses to events or situations.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Three (3) years experience in airport terminal operations at a medium-to-large airport, or related.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.

- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending/stooping, pushing, pulling, dragging & reaching overhead
- Occasional use of car/light truck

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AIRPORT EMERGENCY OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Airport Emergency Operations Manager is responsible for leading, developing, and implementing the emergency and contingency planning programs for the Authority. This position coordinates and directs emergency management, disaster operations, contingency planning, and support business continuity planning. The Airport Emergency Operations Manager supports the Incident Commander during activations, conducts operational drills and exercises, and ensures compliance with FAA and other state and federal requirements. Additionally, the Airport Emergency Operations Manager collaborates with various departments, agencies, and stakeholders to maintain current emergency plans and serves as the liaison to local, state, and federal emergency management agencies.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains the Authority's Airport Emergency Plan (AEP) per FAA requirements, including training, audits, drills, exercises, and coordination.
- Develops and maintains various emergency plan checklists, response, and airport recovery during natural or man-made disasters, major incidents, and accidents.
- Supports the Enterprise Risk Management Team to develop and update an effective business continuity plan.
- Serves as the primary coordinator for emergency preparedness and management, designing, communicating, and evaluating emergency response and contingency plans specific to Authority's operations.
- Analyzes and evaluates emergency plans across departments, ensuring they meet the Authority's current needs.
- Designs, coordinates, executes, documents, and facilitates exercise scenarios including table-top exercises, partial and full-scale drills, and multi-agency training to ensure that all employees understand entirely their roles and responsibilities as part of the AEP or other emergency response plans or operating procedures.
- Coordinates and reviews updates to tenants' and airline emergency response plans, ensuring alignment with the AEP and comprehensive emergency management.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Five (5) years of progressive experience in emergency management at a medium to large airport, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess or obtain, within 6 months of hire, a certificate from FEMA in National Incident Management System (NIMS) training.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.
- Certified Emergency Manager (CEM) with the International Association of Emergency Managers.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of the NIMS and the Incident Command System (ICS) emergency response and recovery techniques.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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AIRPORT OPERATIONS MANAGER - AIRFIELD

GENERAL DESCRIPTION

Under the general direction of the Airfield Operations Duty Manager, the Airport Operations Manager - Airfield is responsible for overseeing aviation facilities management and operational and administrative duties encompassing both landside and airside operations. This position includes supervising airport safety programs and security functions while ensuring compliance with Federal Aviation Administration (FAA) and other relevant regulations. The manager is tasked with resolving operational issues related to airline passengers, airport guests, and public safety. The Airport Operations Manager also oversees inspections, construction projects, and emergency response efforts within the air operations area, ensuring adherence to all applicable regulations and ordinances.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

COMPENSATION: $75,000/annual

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responds to and participates in airport emergencies and irregular operations, establishing priorities and making critical decisions under pressure.
- Supervises the inspection of airport facilities, including runways, taxiways, and gate positions, to ensure safe and efficient operations.
- Coordinates with airport tenants and stakeholders to assess impacts on operations and develop responsive action plans.
- Reviews inspection reports of airport facilities to determine necessary repairs, replacements, or improvements.
- Oversees all construction projects within the air operations area, ensuring compliance with specifications and safety standards.
- Monitors events in the air operations area for compliance with regulations and initiate corrective actions as necessary.

- Maintains liaison with FAA, air traffic control, certification inspectors, airlines, and other stakeholders to ensure operational coordination.
- Serves as the primary point of contact for after-hours emergencies and irregular operations, ensuring prompt responses to issues.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Airport Operations, Business Administration, or related field.
- Five (5) years experience in airport operations at a medium to large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Frequently walking and sitting
- Frequent lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing
- Extreme exposure to weather, noxious fumes, and chemicals
- Occasional exposure to insects
- Navigate occasionally heights and confined areas
- Frequent exposure to excessive noise
- Constant use of car/light truck
- Occasional use of weed whacker, firearms, friction tester, and reflectometer

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER-AOC

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Operations Center, the Airport Operations Manager-AOC is responsible for overseeing the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. The role leads the team of shift supervisors responsible for calls relating to all airport operations and systems, including elevators, escalators, and shuttles. The Airport Operations Manager is also responsible for planning, training, budgeting supplies, coordinating schedules, and controlling personnel, material, and physical resources to achieve operational and organizational objectives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of direct reports, providing individualized training for job responsibilities and mentorship to foster professional growth.
- Responsible for room staffing, supervision, and maintaining an effective and efficient overall operation within the Airport Operations Center (AOC).
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective actions or disciplinary measures when required.
- Ensures compliance with authority standards regarding personal appearance among direct reports, promoting a professional work environment.
- Oversee the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages all training and qualifications associated with the operational functions of the Airport Operations Center (AOC), including Simplex Alarms protocols, shuttle management, security access, and terminal/airfield communications.
- Manages the emergency evacuation plan and transfers responsibilities for the Airport Operations Center.
- Manages emergency incidents by acting as the liaison between the Authority and all responding mutual aid resources. This includes activating the Incident Command Center and fulfilling the role of the ESF2 (NIMS) function until the Senior Manager arrives.

- Analyzes team performance, identifying and implementing changes to improve teamwork, efficiency, and effectiveness.
- Assists in developing and implementing a unique Integrated Operations Center (IOC) founded on trust and a shared common purpose.
- Champions innovation by overseeing the IOC capability and mission, ensuring alignment with operational goals.
- Assists in leading the development of integrated, efficient, and effective processes to execute the IOC mission.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Comply with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS

- Bachelor's degree in public or business administration, Airport Management, or related field.
- Four (4) years' experience in aviation, emergency operations, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of how Airport Operations is an integral part of maintaining employee and passenger safety at the airport.
- An ability to establish clear direction, motivate teams, defuse conflict, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- The ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and people with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS MANAGER–TERMINAL

GENERAL DESCRIPTION

Under the general direction of the Terminal Operations Duty Manager, the Airport Operations Manager–Terminal is responsible for assessing, evaluating, coordinating, and overseeing all aspects of airport operations to ensure a premier customer experience. This role maintaining a safe and secure environment through regular inspections. Additionally, the position involves managing emergency response efforts, resolving operational issues related to airline passengers and tenants, and ensuring compliance with federal, state, and county regulations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Supervises airport facilities and safety functions, ensuring compliance with relevant regulations and standards.
- Conducts regular inspections of Airside, Landside, and Ground Transportation areas to maintain a safe and secure airport environment.
- Resolves operational problems involving airline passengers, airport guests, tenants, public safety, and security in a timely manner.
- Manages and coordinates emergency response efforts related to safety, security, and aircraft incidents.
- Provides information and guidance to representatives of various agencies, governmental officials, and employees regarding airport regulations and procedures.
- Oversees inspections of airport facilities, apron areas, gate positions, terminal buildings, and ground transportation lots to ensure compliance and safety.
- Manages the allocation of aircraft parking gate and hardstand resources to maximize efficiency and minimize customer impacts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Three (3) years experience in airport terminal operations at a medium-to-large airport, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to communicate effectively orally and in writing.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT OPERATIONS RESOURCE SYSTEMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Airport Operations Resource Systems Manager serves as a key technical expert at Tampa International Airport and is responsible for coordinating airline gate planning and parking arrangements to optimize airport operations. This role involves collaborating closely with airlines, airport staff, and various stakeholders to ensure efficient gate assignments and parking strategies that align with operational needs and passenger flow. In addition, the Resource Systems Manager provides technical advice and project management for the preparation of ongoing and upcoming projects, ensuring that all developments are integrated into airport operations effectively. This position is critical in maintaining the seamless operation of the airport, enhancing the overall travel experience for passengers, and fostering collaboration between airlines, ground operations, and airport leadership to support the airport's strategic growth initiatives

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations. Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as a key technical expert at Tampa International Airport, responsible for coordinating airline gate planning and parking arrangements to optimize airport operations.
- Collaborates closely with airlines, airport staff, and various stakeholders to ensure efficient gate assignments and parking strategies that align with operational needs and passenger flow.
- Provides technical advice and project management for the preparation of ongoing and upcoming projects, ensuring that all developments are effectively integrated into airport operations.
- A critical aspect of this position includes coordinating construction activities within the airport environment. The Resource Systems Manager is responsible for approving Maintenance Construction Notifications (MCNs) and ensuring that all construction activities are well-coordinated to minimize disruptions to airport operations. This involves reviewing construction plans, assessing potential impacts, and collaborating with contractors and airport teams to develop strategies that maintain safety and efficiency throughout the construction process.

- Review flight schedules to identify potential conflicts and work proactively to identify options to minimize impacts on the airlines. This includes assessing gate utilization trends, evaluating capacity, and considering the relocation of flights when necessary to optimize operations.
- Acts as a liaison between various departments such as Real Estate, IT, and Air Service Development, facilitating communication and collaboration to address operational challenges and support strategic initiatives.
- Acts as the Airport Duty Manager (ADM) in the absence of the ADM on duty or at the direction of Operations leadership.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, Project Management, or a related field.
- Five (5) years of progressive experience in airport operations, construction, and/or airport common use systems experience at a medium to large airport or similar experience
- Or an equivalent combination of training and experience.
- Must possess a valid Florida Driver's License.

PREFERRED QUALIFICATIONS

- Prior experience as an Airport Operations Manager or Specialist
- Proficient in Airport / Airline Resource Management Systems and Gate allocation software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Possess a deep understanding of airport operations
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to motivate others through relationships, expectations, and approach; completes work objectives, gains others' support for ideas, proposals, projects, and solutions.
- Ability to effectively implement and maintain technological solutions for business objectives and operations, generate information, communicate, problem-solve, and make decisions.
- Ability to competently determine processes to achieve project strategy; verifies project efficiency and collaboration to ensure timely completion.
- Ability to translate business requirements, objectives, and strategies, analyze and define problems, advance alternative solutions, identify optimal solutions, listen, and clarify information.
- Ability to review a situation or factor and collaboratively generate alternative solutions. Relatively readily adapts behavior or new work methods to evolving and unexpected situations and obstacles.
- Ability to communicate clearly, interpret, establish, and clarify ideas and expectations, engage others, collaborate with stakeholders, and effectively exchange information verbally, digitally, and in written format, facilitates, and persuades.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 60 Ibs
- Occasional bending/stooping, pushing, pulling, dragging & reaching overhead
- Occasional use of car/light truck

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AIRPORT OPERATIONS SPECIALIST-AIRFIELD

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager-Airfield the Airport Operations Specialist-Airfield is responsible for overseeing airport operations, aviation administration, and facilities management. This role includes monitoring airport facilities, safety programs, security functions, and various operations to ensure effective passenger and public services. The primary focus is to ensure compliance with Federal Aviation Administration (FAA) regulations, including FAA 14 CFR Part 139, as well as other federal, state, and city regulations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors and ensures adherence to all applicable federal, state, and local regulations, including FAA FAR Part 139 and TSA 49 CFR Part 1542 requirements. Implements critical airport documents and regulatory manuals, including the Airport Certification Manual (ACM), Wildlife Hazard Management Plan (WHMP), Airport Emergency Plan (AEP), and the Airport Security Plan (ASP). Works closely with management to ensure these documents remain accurate, relevant, and aligned with current airport operations and regulatory mandates. Assists in developing procedures for responding to aircraft accidents, fires, or other emergencies to ensure safety and preparedness.
- Inspects airport facilities, including runways and lighting, to identify necessary repairs, replacements, or improvements.
- Assists in enforcing aircraft parking regulations, monitoring compliance with applicable ordinances, and initiating corrective actions as needed.
- Issues NOTAMs (Notice to Airmen) when required by airport conditions, ensuring timely communication of important information to stakeholders.
- Performs daily, nightly, periodic, and special airfield inspections to maintain safety and operational efficiency.
- Responds to airfield operational concerns promptly, addressing issues to ensure smooth airport operations.

- Execute and support the implementation of the Wildlife Hazard Management Plan, including the use of both lethal and non-lethal firearms, trapping, dispersal techniques, and accurate documentation of wildlife observations and activities.
- Addresses and resolves issues raised by airport tenants and the public, maintaining a focus on customer service and satisfaction.
- Manages and supports ongoing operational and compliance-related projects. Collaborates with internal departments, consultants, contractors, and regulatory agencies to support project goals, timelines, and compliance requirements.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree or equivalent
- Less than one (1) year experience in the Aviation industry
- Or equivalent combination of education, training, and experience
- Obtain and maintain position-appropriate NIMS & emergency management training
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges
- Must possess a valid Florida Driver's License

PREFERRED QUALIFICATIONS

American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to interpret and apply Federal Aviation Regulations.
- Knowledge of airport operations, maintenance and other airport-related activities.
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Frequently walking and sitting
- Frequent lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling and climbing
- Extreme exposure to weather, noxious fumes, and chemicals
- Occasional exposure to insects
- Navigate occasionally heights and confined areas
- Frequent exposure to excessive noise
- Constant use of car/light truck
- Occasional use of weed whacker, firearms, friction tester, and reflectometer

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

AIRPORT OPERATIONS SPECIALIST-AOC

GENERAL DESCRIPTION

Under the general direction of the Airport Operations Manager-AOC or the AOC Public Safety Manager, the Airport Operations Specialist-AOC is responsible for overseeing daily operations of the Airport Operations Center (AOC). This position entails managing personnel and coordinating activities related to AOC and dispatchers. The Supervisor serves as a key point of contact for stakeholders, including airlines, regulatory agencies, and airport tenants, facilitating effective communication and collaboration.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees daily operations of the Airport Operations Center (AOC), coordinating and administering assigned programs and resources effectively.
- Provides consultation to customers on matters related to operational areas, addressing inquiries and providing solutions.
- Assists in developing and implementing operational policies and procedures to enhance service delivery.
- Monitors and reports on key performance indicators (KPIs) related to airport operations, identifying trends and areas for enhancement.
- Participates in emergency response planning and training, ensuring staff readiness to handle incidents effectively.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Public Safety, Communications or related field.
- Less than one (1) year experience working as a public safety dispatcher, or related field.
- Or equivalent combination of education, training, and experience.
- Must have Florida Department of Health 911 Public Safety Telecommunicator (PST) Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of public safety and dispatch, best practices, and procedures.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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AOC DISPATCHER II

GENERAL DESCRIPTION

The AOC Dispatcher II plays a critical role within the Airport Operations Center (AOC) team, which is dedicated to ensuring efficient airport operations, public safety, and security in both the airport and its surrounding areas, 24 hours a day. The AOC Dispatcher II is responsible for responding to customer service inquiries via telephone, providing information and paging services to customers. This role requires the processing of sensitive information with discretion and professionalism. The Dispatcher will also dispatch multi-departmental responders through radio communication as necessary. Additionally, the position involves the operation and monitoring of various systems, including access control, fire alarms, shuttle maintenance, dynamic message signs (DMS), and lightning detection systems. The Dispatcher must effectively convey essential information to airport personnel and the public, ensuring clarity and accuracy, while also maintaining precise records to support operational activities and assist the airport operations teams.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems via multiple resources.
- Receives incoming calls for assistance, make inquiries to solicit relevant information, and assess information to determine the nature and urgency of calls for assistance.
- Receives emergency and non-emergency calls from the Air Traffic Controllers in the Tower reporting aircraft and/or airfield incidents.
- Enters airport operations related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment.
- Initiates callbacks to obtain or provide additional information
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.

- Activates the Authority emergency communication notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operations impacts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years' experience in a Public Safety or Operations dispatch center or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJIS Security Clearance Expectations within the communications center.
- Ability to handle restricted, sensitive, and confidential information.
- Knowledge of the Airport Operations Center regulations, standard operating procedures and airport operations related to the area of assignment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

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- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

ASSISTANT GENERAL COUNSEL

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer, the Assistant General Counsel supports the legal functions of the Authority by undertaking a diverse range of legal responsibilities. The position also assists Authority in-house and contracted lobbyists with legislative drafting and interpretation. This role ensures contracts and agreements comply with relevant federal, state, and local regulations and operating directives. Familiarity with the Florida Public Records Act and Florida Sunshine Law is desirable. The Assistant General Counsel participates in local, state, national, and international bar associations and/or industry trade groups. Additionally, the Assistant General Counsel helps to ensure clarity, consistency, and compliance with regulatory standards in contracts and agreements.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Depending on assignment this role may supervise others
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews and drafts various legal documents, including but not limited to contracts, grant agreements, and vendor agreements.
- Examines leases, easements, permits, and similar documents for compliance and accuracy.
- Provides research services on diverse legal issues and compiles memoranda of law.
- Engages in administrative dispute resolution to facilitate conflict resolution.
- Oversees litigation handled by external counsel, ensuring alignment with the Authority's interests.
- Attends depositions, court hearings, and other legal proceedings on behalf of the Authority.
- Attends administrative hearings as required to represent the Authority's position.
- Monitors changes in legislation and regulations impacting the Authority.
- Provides legal advice and guidance to various departments within the Authority.
- Collaborates with external legal counsel to ensure effective legal strategies are implemented.
- Prepares and coordinates annual audit review.
- Provides letter opinions to support various municipal finance transactions.
- Provides certificates of compliance to support the federal grant process.
- Accountable for the well-being and support of direct reports, providing individual training for job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with Authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's degree from an accredited college or university
- Ten (10) years experience in legal, insurance, construction, finance, or real property.
- Licensed Attorney in the State of Florida.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prior experience providing legal support for a government entity.
- Board Certification by the Florida Bar.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local laws relevant to aviation, contracts, leases, and other legal documents.
- Skill in legal research methodologies and resources to analyze and interpret complex legal issues effectively.
- Knowledge of contract principles and practices, including contract drafting, negotiation, and interpretation.
- Knowledge of regulatory requirements and compliance standards governing airport operations, particularly in Florida.
- Knowledge of administrative and litigation processes, including case management, discovery, and courtroom procedures.
- Skill in negotiation techniques to secure favorable terms and resolve disputes in contracts and agreements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Occasional lifting of 20lbs
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AUDIT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Internal Audit, the Audit Manager is responsible for managing and directing audit activities related to complex financial or program operations within various departments, agencies, and external organizations that have contractual relationships with the Authority. This role ensures compliance with established procedures and evaluates the effectiveness of internal controls. This position performs complex test work while assigning, reviewing, and supervising work of less experienced auditors. The Audit Manager also plays a key role in formulating the annual audit plan, planning audit objectives, and providing guidance on proper documentation and analysis methods to support audit findings and recommendations. This position maintains a high level of integrity and transparency of the Authority's operations through rigorous and effective auditing practices.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans, coordinates, and performs assurance and consulting engagements from beginning to end in accordance with the annual audit plan.
- Oversees the execution of audit activities, ensuring compliance with professional and departmental standards while monitoring work progress.
- Provides direction on proper documentation techniques, data gathering, and analysis methods to support audit findings and recommendations.
- Reviews and evaluates completed audit work for accuracy and adequacy, ensuring sufficient supporting documentation is present for all findings.
- Responsible for highly complex areas of engagement while providing support to audit staff in their performance of less complex areas.
- Liaises with Legal Affairs regarding interpretations of laws, rules, regulations and contracts.
- Prepares comprehensive reports on audit findings for presentation to senior management, highlighting critical issues and recommendations for improvement.
- Collaborates with other departments and stakeholders to address audit findings and implement necessary changes to improve operations.
- Identifies and communicates issues and offers recommended solutions relent to business and risk.
- Evaluates issues identified for inclusion in report.

- Participates in periodic project status meetings with staff to discuss progress, challenges, and resource needs related to audit activities.
- Ensures regular communication with management regarding audit progress, technical issues, and any concerns that may arise during the audit process.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Accounting, Business or Public Administration or related field.
- Four (4) years of professional Auditor experience.
- Two (2) years of supervisory experience.
- Or an equivalent combination of education, training and experience.

- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- If not currently a Certified Internal Auditor, will be expected to become certified by end of second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience as a professional Auditor in the aviation industry.
- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Skill in handling competing priorities to meet deadlines and commitments.
- Knowledge of governmental accounting principles and public administration practices to ensure compliance and effectiveness in audit processes.
- Ability to stay informed on revisions to applicable Authority, Department, and professional policies, procedures and standards to ensure conformance.
- Knowledge of local, state, and federal laws, ordinances, rules, guidelines, and regulations related to fiscal management of government agencies, including those funded by federal grants.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Sitting up to 6 hours per day
- Occasional standing & walking
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AUTOMATED PEOPLE STYSTEMS MANANGER

GENERAL DESCRIPTION

Under the direction of the Senior Manager, the Automated People Mover Systems Manager at Tampa International Airport is responsible for overseeing and managing contracts related to all people moving train systems including the MHI SkyConnect system and the Alstom airside shuttle transportation system, both systems are a vital component of the airport's Fixed Guideway Transportation Systems (FGTS).This role requires specialized knowledge of aviation systems, contract administration, and adherence to Florida Department of Transportation (FDOT) regulations. The Contract Manager will work closely with vendors, regulatory bodies, and internal stakeholders to ensure seamless operations and compliance with all regulatory standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop, negotiate, and manage contracts related to the MHI SkyConnect system
- Develop, negotiate, and manage contracts related to the Alstom airside shuttle system
- Ensure all contracts comply with federal, state, and local regulations, particularly FDOT regulations concerning FGTS.
- Monitor contract performance, ensuring adherence to terms, conditions, and quality standards.
- Establish and maintain effective relationships with MHI SkyConnect vendors and service providers
- Establish and maintain effective relationships with Alstom airside shuttle system
- Conduct regular performance reviews and assessments of vendors to ensure compliance with contract terms and performance standards
- Prepare and submit required documentation and reports FDOT to demonstrate compliance.
- Collaborate with internal teams, including IT, operations, and maintenance, to ensure system functionality and reliability
- Manage project timelines, budgets, and resource allocation to ensure timely completion of projects
- Develop and manage budgets related to the MHI SkyConnect system Alstom airside shuttle system and associated contract services
- Monitor expenditures to ensure cost-effective solutions and adherence to budget constraints

- Prepare financial reports and forecasts for senior management, highlighting cost savings and budgetary compliance
- Serve as the primary point of contact for all contract-related inquiries and issues concerning the Alstom airside shuttle system and MHI SkyConnect system
- Prepare and present detailed reports on contract status, performance metrics, and regulatory compliance
- Prepares contract work scope drafts, bid schedules, pay applications and other related documents for review.
- Reviews and acts on contract management, administrative, and operational problems.
- Performs other related duties as required
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Four (4) years of experience in maintenance contract management and budget responsibility, or related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Construction Management, Facilities Management, Business Administration, or a related field.
- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of contract management principles, practices, and objectives.
- Ability to effectively coordinate resources and manage these resources to a successful contract outcome.
- Ability to analyze the risks and future impact of decisions.
- Ability to establish and maintain effective working relations with others within and outside their own organization.
- Ability to collect, organize and analyze data and develop logical conclusions.
- Ability to effectively utilize Microsoft Office and Oracle programs.
- Skill in developing tracking systems to monitor work progress.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 50 lbs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

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AV ENGINEER III

GENERAL DESCRIPTION

Under the general direction of Manager of Digital Technology, the AV Engineer III plays a key role in supporting the development, deployment, and management of digital technologies aimed at enhancing passenger experiences and improving operational efficiency for the Authority. This position focuses on assisting with the integration of audiovisual (AV) systems, digital signage, LiDAR technology, and various passenger processing solutions. The engineer works closely with cross-functional teams, stakeholders, and technology vendors to facilitate the effective implementation of these technologies. Additionally, the AV Engineer III assists in managing IT technical tasks, addressing unique challenges, and supporting critical operational activities that directly impact the travel experience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes digital technology projects, ensuring they are completed on time and within scope.
- Teams with internal departments and external vendors to facilitate successful project outcomes and seamless integration of technology solutions.
- Participates in the development and implements efficient systems for passenger processing, streamlining check-in, security, and boarding processes to improve overall efficiency.
- Influences the inputs for detailed reports on technology performance, project status, and innovation initiatives to inform decision-making.
- Ensures all digital technology implementations comply with relevant regulations and standards, implementing robust security measures to protect sensitive data.
- Executes service requests and incidents within the IT Service Management (ITSM) tool to maintain operational efficiency and responsiveness.
- Continually evaluates opportunities for improving efficiency and effectiveness in issue resolution and enhancing technology services provided to stakeholders.
- Facilitates the integration of audiovisual (AV) systems, digital signage, and LiDAR technologies, enhancing the passenger experience and optimizing operational workflows.
- Monitors and manages service requests and incidents within the IT Service Management (ITSM) tool, ensuring operational efficiency and timely resolution.
- Supports user needs and experiences in technology implementations, ensuring that solutions effectively address business requirements.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in information systems, Computer Science, Management Information Systems, Computer Engineering, or other related field.
- Two (2) years of experience of applicable information technology experience in user support of desktops, applications, printers, peripherals, cabling**.**
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital technology systems, including their design, implementation, and maintenance, particularly in an airport setting.
- Knowledge of industry standards and best practices related to technology integration and operational efficiency within airport environments.

- Knowledge of project management principles, including budgeting, planning, and execution of digital technology projects to ensure successful outcomes.
- Knowledge of relevant regulations and compliance standards pertaining to airport operations and digital technologies, ensuring adherence in all initiatives.
- Ability to analyze and interpret data from systems performance, user feedback, and operational metrics to drive technology enhancements and improvements.
- Ability to demonstrate initiative, manage multiple priorities, and maintain focus on critical tasks in a fast-paced and dynamic environment.
- Knowledge of emerging technologies and trends in digital systems to inform strategic decisions and enhance operational capabilities.
- Ability to troubleshoot and resolve technical issues efficiently, ensuring minimal disruption to operations.
- Skill in facilitating training and knowledge transfer sessions for staff and stakeholders on new technologies and best practices.
- Ability to adapt to changing technology landscapes and evolving business needs, demonstrating flexibility in approach and execution.
- Knowledge of budgeting and resource allocation principles to effectively manage project costs and maximize return on investment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BOARD SERVICES ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer or an Assistant General Counsel, the Board Services Administrator is responsible for performing complex and highly independent administrative support duties for the Board Members of the Authority. This role requires direct knowledge of confidential interactions involving Board Members with both internal projects and external stakeholders. The Administrator engages with the Chief Executive Officer, senior staff, private sector representatives, and state and local governmental officials, ensuring that all communications uphold a positive image for the Authority.

The Administrator may also provide administrative support to the Chief Legal Office, ensuring the smooth operation of the Office. As part of this role, the Administrator manages the Chief Legal Officer's calendar and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Administrator interacts regularly with the Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares and coordinates all functions related to the monthly meetings of the Authority's Board, including the agenda, minutes, resolutions, and PowerPoint presentations.
- Maintain adherence to the Board Calendar by tracking key dates and ensuring staff meet all Board-related deadlines and deliverables.
- Coordinates and prepares correspondence for Board Members, drafting appropriate responses to public inquiries as needed.
- Reviews and prepares PowerPoint presentations and other informational materials for presentations to or by Board Members.
- Maintains the Authority Policy and Procedure Manual, ensuring it is up-to-date and accessible while tracking historical changes and archived versions for reference.
- Ensures the confidentiality of sensitive information related to Board Members and their interactions with various stakeholders.
- Facilitates effective communication between Board Members and the Chief Executive Officer, senior staff, and external representatives.
- Supports the Board in achieving its strategic objectives by providing timely administrative assistance and coordination of activities.

- Post Board Agenda, Board Minutes and Agreements on the Authority website in a timely and accurate manner, ensuring public accessibility and compliance with transparency requirements.
- Responsible for preparing Verbatim Transcripts and official Minutes of Board Meetings, ensuring accuracy, completeness, and timely distribution.
- Manages the Chief Legal Officer's schedule for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Manages the flow of information and communication from the Chief Legal Officer to staff and other leadership team members.
- Prepares and reconciles expense reports, including travel expenses, in the electronic filing system.
- Serves as a liaison to the Leadership Team, facilitating communication between the Chief Legal Officer and their direct reports.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently.
- Assists in the preparation of materials for meetings, including presentations and reports.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals of the department.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the organization's bylaws, charter, and mission to ensure compliance and alignment in all activities.
- Knowledge of governance principles, including legal and ethical responsibilities associated with Board operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Continuous typing

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FIRE SYSTEM TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of a Electronics Supervisor, the Fire System Technician is responsible for the installation, maintenance, and repair of fire systems within various facilities. This role is responsible for maintaining existing fire systems, fire codes, and pipe fitting techniques for the Authority. The Fire System Technician executes repairs on fire sprinkler systems, follows design plans, maintains detailed records and fire code compliance, and communicate necessary design changes to accommodate site requirements.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs fire suppression equipment in new construction or retrofit projects to ensure compliance with safety standards.
- Performs corrective repairs on existing fire sprinkler systems to maintain functionality and compliance with fire codes.
- Interprets system blueprints and accurately fit pipes to meet the specifications of various sprinkler systems.
- Delivers materials to job sites and perform minor fabrication as needed to support installation and repair activities.
- Conducts routine inspections of fire systems to identify potential issues and ensure ongoing compliance and safety.
- Documents work performed, including repairs and installations, to maintain accurate records and ensure accountability and compliance.
- Coordinates inspections, deficiency corrections, and repairs with fire system vendors.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience with fire systems and pipefitting.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fire prevention and life safety principles to ensure compliance with safety regulations and standards.
- Knowledge of pipefitting techniques and related fire protection codes and standards to ensure proper installations and repairs.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather, excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Building Maintenance Manager, the Building Supervisor oversees the maintenance and repair activities of skilled trades and maintenance personnel for the Authority. This role is responsible for estimating materials and determining equipment needs for various tasks. Additionally, the Building Supervisor will develop and update maintenance policies and procedures, monitor compliance with safety standards, and ensure operational efficiency while maintaining accurate records and reports of all work performed.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts and creates drawings or sketches for maintenance personnel to execute tasks effectively.
- Creates requisitions for equipment, tools, and materials in a timely manner to meet maintenance and construction schedules.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with construction and maintenance requirements.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction or in facility maintenance and repairs.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and plumbing systems.

- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to respond effectively to emergencies and address issues in a timely manner to ensure operational continuity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING MAINTENANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Facilities, the Building Maintenance Manager oversees the maintenance and repair of all Authority-owned facilities. This role encompasses both managerial and administrative duties, including estimating materials, determining equipment needs, and coordinating construction projects. The manager supervises employees and monitors contractors engaged in building maintenance and repair, ensuring compliance with specifications and contract integrity. Additionally, the Building Maintenance Manager establishes preventive maintenance programs, manages an equipment safety inspection program, and provides technical advice and training to staff while maintaining safety and operational standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manages the installation, inspection, maintenance, and repair of plumbing systems, flooring, carpentry, specialized equipment, outside structures, and roofing systems.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the longevity of facilities and equipment.
- Manages an equipment safety inspection program, conducting periodic inspections to guarantee proper maintenance and safety compliance.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and contract integrity.
- Creates requisitions and maintains an inventory of replacement parts and materials to facilitate timely completion of maintenance tasks.
- Prepares technical specifications for equipment acquisition and repair projects to meet operational needs.

- Creates and manages departmental budgets, ensuring efficient allocation of resources for maintenance operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, in facility maintenance or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and plumbing systems.
- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING MAINTENANCE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Building Maintenance Supervisor, the Building Maintenance Technician II plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as plumbing, carpentry, and painting. This position involves leading repairs on plumbing systems, drywall, locks, roofs, and various equipment, as well as painting both interior and exterior surfaces to maintain the aesthetic appeal and functionality of buildings. The Building Maintenance Technician II operates a variety of power equipment and may drive to different work sites as needed. Additionally, the Technician will manage and train a workgroup's daily activities, contributing to the overall effectiveness and efficiency of maintenance operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs skilled repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Participates in the erection of small structures and conduct complex alterations and repairs in plumbing, brick, cement, and carpentry.
- Paints both interior and exterior surfaces of buildings to maintain aesthetic appeal and protect against wear and tear.
- Operates power equipment such as drain machines, jetters, lifts, drill presses, threading machines, air compressors, and gas-operated saws.
- Manages and train workgroup personnel in safe operational practices and maintenance procedures.
- Assists in inventory management of tools, equipment, and materials necessary for maintenance tasks.
- Reports any maintenance issues or safety hazards to the Building Supervisor for resolution.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Extensive knowledge of safety procedures and the proper use of safety equipment in building maintenance.
- Skill in the use of hand and power tools, including electrical and gas-operated equipment used in construction and maintenance tasks.
- Ability to read and interpret blueprints, drawings, and technical specifications accurately.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION:

Under the general direction of a Building Maintenance Supervisor, the Building Maintenance Technician I plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as plumbing, carpentry, and painting. This position involves repairing plumbing systems, drywall, locks, and roofs, as well as painting both interior and exterior surfaces to maintain the visual appeal and functionality of the buildings. The Building Maintenance Technician I is responsible for safely operating equipment, driving to various work sites, and maintaining cleanliness upon task completion.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Repairs and maintains drywall, furniture, locks, and roofs to enhance safety and aesthetics within the facilities.
- Paints interior and exterior surfaces of buildings to maintain visual appeal and protect against wear and tear.
- Operates lifts and motorized equipment safely to facilitate various maintenance tasks efficiently.
- Conducts thorough cleaning of work sites upon task completion to maintain a safe and organized environment.
- Assists and supports other trades as needed based on operational requirements.
- Monitors and reports any safety hazards or maintenance needs identified during service calls or inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after an emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Knowledge of safety procedures and regulations related to maintenance tasks to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Lifting up to 50 Ibs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

BUILDING SERVICE PLUMBER

GENERAL DESCRIPTION

Under the general direction of a Building Maintenance Supervisor, the Building Service Plumber performs skilled plumbing work involving the installation, repair, and maintenance of plumbing systems, including water lines, pumps, and underground water and sewer lines. This position operates at the journeyman level, focusing on general maintenance and repair tasks within airport buildings and related facilities, as well as participating in limited construction activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Inspects, repairs, and maintains all plumbing systems, including water, sanitary, and industrial waste lines, ensuring compliance with all applicable codes.
- Inspects and repairs vents, storm drainage systems, special piping systems, and associated fixtures, including building drains and water service pipes.
- Responds to plumbing emergencies, troubleshooting issues and using building plans, diagrams, and blueprints to locate and isolate malfunctions.
- Installs, repairs, and maintains pumps for lift stations to ensure optimal functionality.
- Performs regular cleaning and preventative maintenance tasks on plumbing equipment to maintain proper functioning and longevity.
- Tests and repairs backflow preventers to ensure compliance with safety regulations and functionality.
- Performs other duties related to Facilities Maintenance
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Performs other duties as assigned.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three(3) years experience in plumbing, construction or related field.
- Or equivalent combination of education, training, and experience.
- Must achieve QMP Certification (on-the-job technical training, and a formalized plumbing training course) within one (1) year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Journeyman Plumbing license or similar accreditation level**.**
- Backflow Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of plumbing systems, including installation, repair, and maintenance practices for water, sanitary, and industrial waste lines.
- Knowledge of applicable codes and regulations governing plumbing work to ensure compliance during all tasks.
- Knowledge of storm drainage systems, vents, and special piping systems, including their fixtures and appurtenances.

- Knowledge of safety procedures and practices related to plumbing work and maintenance operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Business Analyst will conduct regular analysis of Airport Concessions, Ground Transportation, and other business lines using diverse data sources. The primary objective is to contribute to decision-making processes, optimize revenue streams, establish budgets, streamline processes and enhance overall customer service. This position involves collaborating with various departments and stakeholders to convert analytical findings into comprehensive reports and innovative concepts and make actionable recommendations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes concessions and ground transportation data.
- Provides insights to department leaders on trends, anomalies, issues, and opportunities.
- Leads and creates monthly financial reporting across all business lines, including presentations and reports for executive management.
- Generates insightful reports from the Business Intelligence System and other data sources.
- Works with external stakeholders, including local General Managers, to ensure two way sharing of information and insights
- Conducts ad hoc reports such as benchmarking analysis.
- Uses data and information to keep department leaders apprised of various aspects of Concessions and Ground Transportation.
- Interprets various sources of data and converts findings into reports, ideas, and recommendations.
- Develops, manages, forecasts, and analyzes departmental budgets.
- Evaluates new lines of business through various financial analyses (pro forma, break-even scenarios, cost-benefit analysis).
- Monitors and reports changes in passenger behavior affecting financial performance by analyzing multiple data sets and external factors.
- Support customer research and survey programs to aid decision-making.
- Contributes to decision-making based on research findings.
- Contributes to future plans in monthly presentations and reports.

- Collaborate with stakeholders and other departments for compliance with revenue control and audit processes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Finance, Economics, or related field.
- Two (2) years of experience in data analysis, findings presentation, and recommendation provision with organizational forecasting and contributing to strategic plans aligned with organizational objectives.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience in aviation or public sector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of financial principles, practices, and procedures related to budgeting, forecasting, and financial reporting.

- Knowledge of utilizing Business Intelligence Systems for generating reports and extracting actionable information.
- Knowledge of relevant key performance indicators (KPI)s and metrics in the concessions and ground transportation industry.
- Ability to conduct independent studies and research to gather relevant information.
- Ability to problem-solve and identify opportunities for improvement.
- Ability to set priorities, meet deadlines, and manage multiple tasks efficiently.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (CONCESSIONS AND COMMERCIAL PARKING)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Business Office Manager (Concessions and Commercial Parking) will manage a wide variety of business office functions supporting the Vice President and the Senior Leadership team. The Business Office Manager will be responsible for data collection and coordination of the department's budget and considered the liaison for Concessions and Commercial Parking. The position manages the execution of purchase orders, requisitions, expense reporting and invoice processing. May be tasked with ongoing project coordination of department and/or Authority-wide initiatives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project focused duties supporting a Vice President (VP) of Concessions and Commercial Parking and Department Directors.
- Manages general administrative duties and processes for the Concessions and Commercial Parking Department.
- Provides liaison and coordination with other departments, suppliers and Concessions and Commercial Parking partners.
- Manages general administrative duties, streamlining processes to enhance departmental efficiency.
- Coordinates communication and collaboration between departments, suppliers, tenants, and real estate partners.
- Prioritizes the VP's calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes invoices related to departmental activities and special projects.
- Implements improvements to administrative policies and internal workflows to enhance operational effectiveness.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Manages and coordinates events related to Concessions and supports tenant engagements, ensuring successful execution.

- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports. Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associates Degree in Business Management, Business Administration, Public Administration, related field.
- Previous experience with expense reporting systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of budget management.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to initiate projects and presentations based on department needs.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (GENERAL AVIATION)

GENERAL DESCRIPTION

Under the general direction of the Vice President of General Aviation, the Business Office Manager (General Aviation) manages various department functions supporting the Vice President (VP) and Senior Managers. This role is responsible for the overall effectiveness of the department and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day office management services for General Aviation.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project-focused responsibilities supporting the General Aviation department leadership.
- Acts as liaison between General Aviation and other departments including, but not limited to, the Finance, Procurement and Real Estate departments.
- Researches, collects, and interprets data, and compiles statistical and analytical reports.
- Prioritizes the calendar, focusing on urgent requests and important communications to ensure timely responses.
- Creates presentation materials and summary reports, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of department heads.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.
- Participates in Authority meetings related to General Aviation activities as needed (Events, Internal and External Stakeholder meetings and Town Halls, etc.).
- Proofreads printouts, reports and other documents/forms used by assigned General Aviation Partners in order to identify and eliminate errors.

- Works closely with General Aviation Partners to assist in the coordination of events, employee recognition events, community service projects and other program(s) and events aimed at maintaining a positive culture with the Authority and Tampa Bay Community.
- Schedules department team building or other group meetings and facilitates agendas, meals, event space requests, etc. Tracks, monitors and manages office supply inventory and approves general supply orders.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependable:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Sitting, standing and walking up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional lifting up to 25lbs
- Constant typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (HUMAN RESOURCES)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources and Enterprise Risk Management, the Business Office Manager (Human Resources) plays a crucial operational and administrative support role within the Authority's Human Resources Department. The Business Office Manager provides high-level administrative support to department heads. The position manages the execution of purchase orders, requisitions, expense reporting and invoice processing. This role fosters a collaborative environment while maintaining the integrity of sensitive and confidential information.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently performs a wide range of office management and project-focused responsibilities to support Human Resources leadership.
- Acts as a liaison between HR, Administration, and other departments, including Finance and Procurement, for budget, requisition, purchase order, and invoice inquiries.
- Prioritizes the Vice President's (VP) calendar, focusing on urgent requests and essential communications to ensure timely responses.
- Initiates purchase orders and processes invoices for departmental activities and special projects.
- Implements improvements to administrative policies and internal workflows to enhance operational effectiveness.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Creates presentation materials and summary reports for the VP, aiding in effective stakeholder communication.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Manages Board-related and legal items for the Human Resources department.

- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, and spreadsheets for approval by the VP and department heads.
- Participates in Authority meetings related to Human Resources activities, such as Health Fairs, Open Enrollment, and Town Hall Meetings.
- Assists with coordinating employee recognition events, community service projects, and other initiatives that enhance organizational culture.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with expense reporting system software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of budget management.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to initiate projects and presentations based on department needs.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (MAINTENANCE)

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance , the Business Office Manager (Maintenance) manages various department functions supporting the Vice President (VP), Directors, and Senior Managers. This role is responsible for the overall effective administration of the VP and Director's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Maintenance.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Manages the administrative staff for Maintenance, including Work Control.
- Independently performs various office management and project-focused responsibilities supporting the Maintenance department.
- Researches, collects, interprets data, and compiles statistical and analytical reports.
- Independently determines priority status for the Directors
- and Vice President's calendars giving special attention to requests that reference important matters received or observed, such as incoming communications (email, correspondence, statements, face-to-face meetings requests, phone calls, and internal staff actions).
- Initiates annual purchase orders, requisitions, and expense reports.
- Processes incoming invoices for departments and/or project-specific work.
- Assists in managing Board-related and Development Committee items for Maintenance.
- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals, signatures, formatting, grammatical construction, and typographical errors.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration or related field
- Four (4) years experience in administrative office management.
- Two (2) year supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (MARKETING)

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Business Office Manager (Marketing) manages various department functions supporting the Director of Marketing and the Marketing & Communications Department. The Business Office Manager is responsible for data collection and coordination of the department's budget and managing the day-to-day operations of the office. The position is also responsible for managing the execution of purchase orders, requisitions, expense reporting, invoice processing and may be tasked with ongoing project coordination of department and/or Authority-wide initiatives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide variety of office management and project focused duties supporting the Director of Marketing and manages general administrative duties and processes for the Marketing Department.
- Coordinates with other departments, suppliers, and Marketing partners.
- Prioritizes the Directors' calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes requisitions, invoices and expense reports related to departmental activities and special projects.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Creates presentation materials and summary reports for leadership, aiding in effective communication with stakeholders.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates forecasts and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes. Enters all budget items into Hyperion system used by Finance Department.
- Tracks the marketing funds and manages the reimbursement portion of the Air Service Incentive Program, reviewing and ensuring reimbursements are paid to airlines in a timely manner and do not exceed amounts set by Finance Department.

- Tracks and manages office supply inventory. Builds the Registration site and manages all aspects of participant registration process for TPA's annual 5K on the Runway and key vendors for race logistics, including the race-timing company.
- Administers Authority-wide United Way Employee Giving Campaign.
- Manages the financials of both TPA's 5k on the Runway and the United Way Giving Campaign.
- Reviews on a weekly basis the nonstop destinations listed on TPA's web site with the Air Service Development team and facilitates making necessary updates and changes.
- Serves as the department's Central Records Custodian, back-up Safety Officer, and maintains department's Continuity Business Plan.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional sitting & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (OPERATIONS)

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Operations Support, the Business Office Manager manages various department functions supporting the Vice President (VP), Directors, and Senior Managers in Operations Department. The Business Office Manager also provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Operations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently performs a wide variety of office management and project-focused responsibilities supporting the Operations department leadership.
- Acts as liaison between Operations and other departments, including, but not limited to, the Finance, Procurement, and Real Estate departments.
- Aids in creating, updating, and implementing procedures within the Operations.
- Manages and coordinates the maintenance of operational manuals and related documents.
- Administers the Authority's Voluntary Noise Abatement Program, handling resident complaints and deviations, liaising with Federal Aviation Administration (FAA), and aiding in presentations and communication.
- Supports procurement activities within Operations.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Coordinates budget meetings and serves as the liaison between the department and Finance for budgeting processes.
- Assists Aircraft Rescue and Firefighting (ARFF) with requisitions and other necessities.
- Coordinates events when required.
- Manages directed projects, initiatives, and operational plans.

- Coordinates and maintains Federal Communications Commission (FCC) licenses held by the Authority.
- Addresses issues raised by airport tenants and the public.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Teamwork:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Highschool/GED
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.

- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Occasional lifting up to 25 pounds
- Continuous sitting
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (PLANNING & DEVELOPMENT)

GENERAL DESCRIPTION

Under the general direction of the Vice President (VP) of Planning & Development (P&D), the Business Office Manager manages various department functions supporting the VP, Directors, and Project Managers. The Business Office Manager provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for P&D.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Independently performs a wide variety of office management and project-focused responsibilities supporting the P&D department leadership.
- Acts as liaison between P&D and other departments including, but not limited to, the Finance. Procurement and Real Estate departments.
- Researches, collects, and interprets data, and compiles statistical and analytical reports.
- Prioritizes the VP’s calendar, focusing on urgent requests and important communications to ensure timely responses.
- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Secures and monitors sensitive records, maintaining confidentiality and compliance with relevant regulations.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of department heads.

- Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.
- Participates in Authority meetings related to P&D activities as needed (Events, Internal and External Stakeholder meetings and Town Halls, etc.).
- Coordinates special events and conference meetings; prepares presentation materials and provides summary and/or action reports for the VP and Directors.
- Assists P&D Project Managers with administrative duties related to badging and project closeout.
- Assists with scheduling and coordinating height zoning activities.
- Prepares and reconciles expense reports (including travel) expenses in electronic system on behalf of VP and other staff when required.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration, or other related field.
- Four (4) years experience in administrative office management.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (PROCUREMENT)

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Capital Programs and ITS, the Business Office Manager (Procurement) manages various department functions supporting the Vice President (VP), Directors, and Senior Managers. The Business Office Manager provides administrative support for the VP and Directors. They are responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. This role requires a hands-on, proactive professional approach to creating and delivering the day-to-day administrative and office management services for Procurement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide range of office management and project-focused responsibilities to support Procurement leadership.
- Assist with the administration of the Authority's P-CARD program, including processing new card requests and assisting cardholders as needed.
- Manages department marketing publications and professional organization memberships.
- Manages the processing of Board agenda documentation, ensuring accurate preparation, execution, and dissemination of all necessary documents.
- Oversees and coordinates various department meetings, including agenda preparation, planning, and execution.
- Assists with updates to the Procurement Department's internet and intranet pages.
- Submits solicitation notifications to the Board Administrator on behalf of Procurement Agents.
- Manages the department budget, including but not limited to, preparing and tracking department budget, including updating the expense forecast in system.
- Manages the procurement helpline operations.
- Coordinates with department personnel, Authority departments, external customers, and suppliers to facilitate procurement processes.
- Coordinates with Enterprise Risk Management, contractors, and outside agencies to ensure timely receipt of certificates of insurance and bonds to meet contractual requirements.
- Oversees the Supplier Registration program and ensure the integrity of supplier data.
- Tracks and manages office supply inventory and processes order requests.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Ability to manage department budgets, track expenses, and forecast spending using tools like Hyperion or similar financial software.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 25 Ibs
- Continuous typing
- Occasional use of car/light truck
- Continuous computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OFFICE MANAGER (REAL ESTATE)

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Business Office Manager (Real Estate) manages various department functions supporting the Vice President (VP), Directors, and Project Managers. This position is responsible for the department's Board agenda process and document control, preparation, formatting, data collection, and coordination of the department's budget; coordination and execution of all events and meetings with the Airport-Airline Affairs Committee and other key stakeholder groups; and managing the day-to-day operations of the office. The position also manages the execution of purchase orders, requisitions, expense reporting, and invoice processing.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs a wide range of office management and project-focused responsibilities to support Real Estate leadership.
- Coordinates communication and collaboration between departments, suppliers, tenants, and real estate partners.
- Prioritizes the VP's calendar, focusing on urgent requests and important communications to ensure timely responses.
- Initiates purchase orders and processes invoices related to departmental activities and special projects.
- Prepares and reviews correspondence for compliance with policies, ensuring clarity and accuracy in communication.
- Manages and coordinates events related to Airline Affairs and tenant engagements, ensuring successful execution.
- Creates presentation materials and summary reports for the VP, aiding in effective communication with stakeholders.
- Acts as a subject matter expert for departmental software tools, ensuring effective utilization for operational efficiency.
- Monitors the department budget closely, collaborating with the VP and Directors to prepare financial updates and reports.
- Tracks and manages office supply inventory, oversees the collection process for tenant accounts, and maintains accurate contact and address records for tenants.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience in administrative office management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with expense reporting software.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and ability in office management practices, current office technology, and related computer programs, including but not limited to Microsoft Office.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing
- Lifting up to 25 lbs

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OPPORTUNITY CERTIFICATION SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Business Opportunity Program Manager, the Business Opportunity Specialist is responsible for supporting and administering the Authority's Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), Woman and Minority Business Enterprise (WMBE), and Title VI programs. This role manages certification activities, including evaluating applications, guiding potential applicants, and maintaining accurate certification records in compliance with federal regulations. The position also supports compliance efforts by ensuring adherence to U.S. Department of Transportation 49 C.F.R. Part 26 and other applicable laws, while providing technical assistance to the Procurement Department and other internal stakeholders on DBE, ACDBE, and WMBE requirements. This role requires strong attention to detail, regulatory knowledge, and the ability to foster positive relationships with internal teams and external business partners.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates certification applications for completeness, request additional information, communicate with applicants, and maintain the certification management system as it relates to certification applications, approvals, denials, and other relevant information.
- Provides consultation and guidance to potential applicants on the DBE/ACDBE certification process, eligibility criteria, required documentation, and best practices for successful certification.
- Communicates with applicants inquiring about the process and status of applications via telephone, email, certification management system, and/or in person.
- Evaluates new, renewal, and expansion certification applications submitted by businesses seeking DBE/ACDBE certification to determine eligibility in accordance with 49 Code of Federal Regulations (CFR) Part 26.
- Conducts onsite visits or interviews as required by 49 CFR Parts 26 and 23.
- Prepares letters for the approval or denial of applicants.
- Prepares documents and composes correspondences for DBE/ACDBE certification approvals, denials, and decertification.
- Participates in informational sessions, workshops, or one-on-one meetings to educate prospective applicants on the benefits of DBE and ACDBE certification and the steps involved in the application process.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration, Business Management, or related field.
- Two (2) years experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management or construction compliance monitoring.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES.

- Knowledge of regulations governing Disadvantaged Business Enterprises (DBE) and Airport Concession Business Enterprises (ACDBE), including relevant federal guidelines such as 49 C.F.R. Part 26.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OPPORTUNITY COMPLIANCE SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Business Opportunity Program Manager, the Business Opportunity Compliance Specialist is responsible for implementing aspects of the Authority's Disadvantaged Business Enterprise (DBE), Woman Minority Business Enterprise (WMBE), and Title VI programs and ensuring that the Authority complies with provisions of U.S. Department of Transportation 49 C.F.R. Part 26 and other laws. The position provides technical assistance to the Procurement Department and other internal staff on DBE and WMBE requirements.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Participates in the contract solicitation processes, including recommending specific contract goals where appropriate, reviews contract specifications, attends pre-proposal and pre-bid conferences and evaluates proposals and bids for proposer/bidder responsiveness, responsibility, and good faith efforts.
- Monitors and tracks specific contract performance and actual DBE and WMBE participation and contract payments.
- Maintains appropriate records including DBE/WMBE compliance activity reports and project payment reports
- Analyzes compliance data and generates reports of DBE/WMBE compliance achievement.
- Implements, monitors, and ensures the Authority’s compliance with Title VI Programs and Limited English Proficiency policies and regulations.
- Participates in various community outreach events as needed.
- Enters data from various source documents into database management systems for storage, processing, data management, and reporting purposes.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration, Business Management or related field.
- Two (2) years experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management or construction compliance monitoring.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of regulations governing Disadvantaged Business Enterprises (DBE), Woman Minority Business Enterprises (WMBE), and Title VI programs, including U.S. Department of Transportation 49 C.F.R. Part 26.
- Knowledge of methods and techniques for effective data collection, analysis, and entry, ensuring accurate compliance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS OPPORTUNITY PROGRAMS MANAGER

GENERAL DESCRIPTION

The Business Opportunity Programs Manager is responsible for the daily operations of the Authority's Business Opportunity Programs at Tampa International Airport. The programs currently include the Disadvantaged Business Enterprise (DBE), the Airport Concessions Disadvantaged Business Enterprise (ACDBE), and the Small Business Enterprise (SBE) programs.

The DBE and ACDBE programs are federally mandated initiatives that provide small, disadvantaged businesses equal opportunity to participate in Authority contracts involving federal funding and concessions. The SBE program is an Authority-administered program that promotes small business opportunities in all other Authority contracts and procurements. This role serves as the DBE/ACDBE Liaison Officer to the Federal Aviation Administration, ensures compliance with federal regulations and the Authority's DBE, ACDBE, and SBE policies, and promotes the inclusion of small or disadvantaged businesses. The Manager implements the programs, evaluates certification applications to qualify businesses to participate in the programs, builds stakeholder relationships, mentors team members, prepares reports, and represents the Authority at community events to advance small business initiatives. The Manager also ensures compliance with Title VI of the Civil Rights Act of 1964 and serves as the Title VI Administrator.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manage the DBE, ACDBE, and SBE programs to ensure compliance 49 Code of Federal Regulations (CFR) Parts 26 and 23, and the Authority's policies, goals, and objectives.
- Monitor and review federal and state regulatory changes to update program rules and regulations when required and advise stakeholders of changes.
- Administer the process for certification of businesses.
- Provide technical assistance to other departments regarding program compliance, guidelines, policies, and procedures.
- Participate in the Authority's contract solicitation process, including the development of contract goals and the evaluation of bidders and proposers, i.e. Assurance and Letters of Intent documents, to determine responsiveness to DBE/ACDBE/SBE requirements.
- Assist with conflict resolution pertaining to DBE/ACDBE/SBE businesses.
- Develop overall goals for the DBE/ACDBE/SBE programs and submit annual reports, as required by the FAA.
- Serves as the DBE/ACDBE Liaison Officer to the FAA as well as the Title VI Administrator for the Authority.

- Develops programs and processes to ensure persons with Limited English Proficiency (LEP) are afforded access to airport services and benefits.
- Represent the Authority at various local and national meetings and business outreach events.
- Attend industry conferences and training.
- Provide direction, training, and support to direct reports and evaluate work performance.
- Ensure that direct reports comply with the Authority's standards regarding personal appearance, fostering a professional work environment.
- Oversee the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Applying logic and practical thinking to decision making; Gathering necessary input to take action based on one's best thinking given time available; drawing correct and reasonable conclusion based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Public Administration, Business Management, or related field. Experience in a Disadvantaged Business Enterprise program, a small business program, or equivalent program may substitute on a year-for-year basis for the education requirement.
- Four (4) years of experience in a Disadvantaged Business Enterprise program, a small business program, or equivalent program.
- Two (2) years supervisory experience.
- An equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of DBE, ACDBE, SBE, or similar programs and experience ensuring compliance with applicable regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST I

GENERAL DESCRIPTION

Under the general direction of the Manager of Business Systems Analysis , the Business Systems Analyst I provides both functional and technical support to end users concerning enhancements, issues, and projects related to the Authority's applications. This position involves responding to, documenting, and resolving service tickets in a timely manner in accordance with service level agreements (SLA). The Business Systems Analyst I conducts root cause analysis, develop checklists for common enhancements and issues, and recommend procedures and controls to optimize application performance. Supporting multiple applications and domain areas, including ERP, GIS, interfaces, and Cloud Services, this role works independently as well as under the guidance of more experienced team members, collaborates with consulting resources, and assists with work orders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops an understanding of relevant business areas to recommend effective solutions and build high-quality requirements.
- Assists in conducting interviews, workshops, surveys, site visits, and storyboards, to gather business requirements.
- Contributes to business requirements by making recommendations and suggesting alternatives to proposed solutions.
- Assists in translating conceptual user requirements into clear, detailed functional requirements for implementation.
- Contributes to requirements scoping throughout the delivery process to ensure alignment with business goals.
- Assists in creating artifacts, including business case documentation, scope documentation, and process flows.
- Supports delivery teams during the development, testing, and deployment of solutions.
- Documents current processes and models to identify inefficiencies or gaps in operations.
- Identifies and assists in prioritizing opportunities to streamline business processes for improved efficiency.
- Troubleshoots software issues and identify root causes of problems for resolution.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- One (1) to Three (3) years Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CSPO, etc. Relevant certifications in areas such as Oracle ERP, GISP, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Ability to engage both developers and business partners to achieve target outcomes.
- Knowledge of Agile development methodologies and Agile planning tools.
- Knowledge data analytics and SQL to support decision-making processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

BUSINESS SYSTEMS ANALYST II

GENERAL DESCRIPTION

Under the general direction of the Manager of Business Systems Analysis, the Business Systems Analyst II provides both functional and technical support to end users concerning enhancements, issues, and projects related to the Authority's applications. This intermediate-level position involves increased responsibilities and autonomy in managing service tickets, ensuring timely documentation and resolution in accordance with service level agreements (SLA). The Business Systems Analyst II conducts root cause analysis, develop checklists for common enhancements and issues, and recommend procedures and controls to optimize application performance. Supporting multiple applications and domain areas, including ERP, GIS (ESRI/CityWorks), RMS, CAD (Central Square) systems, and Cloud Services, this role requires independent work as well as the ability to guide and mentor junior team members, collaborate with consulting resources, and assist with work orders.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Obtains a deep understanding of relevant business areas to recommend effective solutions and build high-quality requirements.
- Utilizes various techniques, such as interviews, workshops, surveys, site visits, and storyboards, to gather business requirements.
- Shapes business requirements by making recommendations and suggesting alternatives to proposed solutions.
- Translates conceptual user requirements into clear, detailed functional requirements for implementation.
- Facilitates stakeholder discussions to help resolve competing priorities between stakeholder groups and escalate issues as appropriate.
- Manages requirements scoping throughout the delivery process to ensure alignment with business goals.
- Creates necessary artifacts, including business case documentation, scope documentation, and process flows.
- Supports delivery teams during the development, testing, and deployment of solutions.
- Documents current processes and models to identify inefficiencies or gaps in operations.
- Identifies and assists in prioritizing opportunities to streamline business processes for improved efficiency.

- Troubleshoots software issues and identify root causes of problems for resolution.
- Plans application system upgrades, installs new releases, and assists with migrations to ensure system integrity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Two (2) years experience in Business Analysis, Systems Analysis, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one certification in analytics/business analysis or product ownership such as: IIBA, PMI, CSPO, etc. Relevant certifications in areas such as Oracle ERP, GISP, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in problem resolution, negotiation, and influencing outcomes effectively.

- Ability to engage both developers and business partners to achieve target outcomes.
- Knowledge of Agile development methodologies and Agile planning tools.
- Knowledge data analytics and SQL to support decision-making processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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BUSINESS SYSTEMS ANALYST III

GENERAL DESCRIPTION

Under the general direction of a Manager of Business Systems Analysis, the Senior Business Systems Analyst III is a leadership role responsible for providing both functional and technical support to end users regarding enhancements, issues, and projects related to HCAA applications. The Business Systems Analyst III develops budgets, follows project management processes, leads and coaches teams, and prioritizes customer satisfaction, making this role critical in bridging the gap between business needs and technical solutions. Additionally, the position involves overseeing the analysis, design, and implementation of systems that support business operations while providing thought leadership and mentorship to the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads a team of business systems analysts by ensuring they have the necessary skills, resources, and support to effectively carry out their duties, including setting goals and fostering a collaborative work environment.
- Leverage experience in relevant business areas to recommend strategic solutions and drive high-quality requirements gathering.
- Collaborates with business stakeholders to understand their requirements for new or existing systems through interviews, workshops, and analysis sessions to elicit, document, and analyze requirements comprehensively.
- Works with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Lead initiatives to streamline and re-engineer business processes, leveraging industry best practices and emerging technologies.
- Analyze current processes and models to identify inefficiencies, gaps, and opportunities for optimization and automation.
- Collaborate with team members, consultants, and software vendors to identify, prioritize, and resolve critical software defects and drive continuous improvement.
- Leads and facilitates a variety of techniques to elicit and analyze business requirements, such as interviews, workshops, surveys, site visits, and storyboards.
- Proactively shapes business requirements by challenging assumptions, proposing innovative alternatives, and aligning them with organizational objectives.

- Thoroughly understands technical options, limitations, costs, and risks, and effectively communicate trade-offs to business partners to influence requirements definition.
- Translates complex and ambiguous user requirements into clear, detailed, and coherent functional requirements.
- Proactively identifies and resolves competing priorities between stakeholder groups by facilitating strategic discussions and decision-making.
- Champion the Authority Change Management process, promoting best practices and driving continuous improvement across the application lifecycle.
- Oversees requirements scoping throughout the delivery process, ensuring alignment with project objectives and business needs.
- Plans and oversees application system upgrades, new releases, and migrations, ensuring minimal disruption to business operations and maximum value realization.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in Business Analysis, Systems Analysis, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one advanced certification in analytics/business analysis, project management, or in product leadership/product ownership. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of determining explicit and implicit needs and requirements of various stakeholders.
- Ability to quickly learn the objectives, structures, operations, and policies of new business areas.
- Skill in problem resolution, negotiation, and influencing outcomes effectively.
- Skill in effectively engaging both developers and business partners to achieve targeted outcomes.
- Knowledge of translating complex technical information into understandable terms for various stakeholders, both verbally and in writing.
- Skill in creating documentation such as business case documentation and business requirements summaries.
- Skill with agile development methodologies and agile planning tools to drive project success.
- Knowledge of cloud services, including SaaS, PaaS, ERP (Oracle), GIS (ESRI/CityWorks), RMS, CAD (Central Square) and IaaS, and their implications for business solutions.
- Ability to drive enterprise-wide initiatives and technology transformations.
- Knowledge of geospatial analytics.
- Skill with product ownership/management and roadmap creation for aligning technology initiatives with business strategy.
- Skill with testing and testing frameworks to ensure solution quality and effectiveness.
- Knowledge of data analytics and SQL to support informed decision-making and reporting.
- Skill in managing multiple priorities and tasks simultaneously in a fast-paced environment.
- Knowledge of industry best practices and emerging trends to inform strategic planning and implementation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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BIM/CAD MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Planning, the CAD/BIM Manager is responsible for leading all CAD and BIM capabilities for the Authority, as well as directing, overseeing, and implementing the Authority's CAD and BIM standards and initiatives. This position is responsible for developing and executing a vision for BIM at Tampa International Airport (TPA) and the General Aviation airports including the use of new software and hardware technology in BIM such as Virtual Reality (VR), Augmented Reality (AR), Mixed Reality (MR) and others, which reflects the forefront of industry trends to leverage the BIM environment better. The CAD/BIM Manager will maintain and update the current CAD standards, develop and maintain BIM standards, define BIM business needs, improve business processes and asset management, and maintain accurate and up-to-date building documentation. The BIM/CAD Manager is expected to engage with both internal and external entities.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, implements and maintains CAD/BIM standards, documentation and workflow processes.
- Maintains existing base files and background files (BIM/CAD) of Authority facilities and coordinate the acquisition and inclusion of new spatial data, utilities, drainage and/or properties or buildings.
- Expands and administers existing quality control/assurance programs for the adherence of BIM and CAD submissions from design and construction professionals to Authority standards.
- Communicates BIM initiatives and promote the BIM program.
- Proactively engages departmental leaders and project directors regarding the implementation of BIM within the Authority's Capital Improvement Program (CIP).
- Coordinates facility space identification systems including Propworks and addresses identification databases.
- Develops and maintains a wide range of drawing exhibits such as Project Management Plan (PMP) exhibits, lease exhibits, property maps, site plans, special use plans, security plans, facility floor plans, incident reports and signs.

- Collaborates with the Authority's Geographic Information System (GIS) database and Maintenance teams to support asset collection, management, and integration with the Authority's BIM models.
- Develops, implements, and maintains GIS content for the Planning and Development Department.
- Responsible for the use and maintenance of the Authority's large-format printer and Real-Time Kinematic (RTK) GPS data collector.
- Manages all CAD and BIM software subscriptions and specialized software needs for architecture and engineering in the planning and development department.
- Manages, organizes, and distributes all construction documents for the Authority.
- Assists and supports the Height Zoning Permit process.
- Coordinates, receives, revises, and approves the final digital construction models and drawings from consultants in CAD, BIM, and other formats for all construction projects managed by the Authority.
- Maintains and updates the GIS utilities atlas for Tampa Airport.
- Updates and incorporates assets into the Asset Management System of the airport in Cityworks (GIS format)
- Implements BIM, CAD and GIS solutions applied to Planning and Development.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Engineering, Architecture, or related field.
- Seven (7) years experience in administering or managing BIM projects or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor’s Degree in Architecture, Engineering, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CAD and BIM Standards and practices.
- Experience integrating Revit/AutoCAD with GIS.
- Advanced knowledge of AEC Collection(Revise Instantly (Revit), Civil 3D, AutoCAD Map, ArcGIS Pro, ArcGIS Online, Navisworks, Infraworks, Recap and AutoCAD.)
- Knowledge of AAC, A360, Navisworks and/or Dynamo.
- Working knowledge of Photoshop, Illustrator and/or InDesign.
- Knowledge of airport planning and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CAPITAL ASSET ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Capital Asset Analyst is responsible for overseeing the fixed assets function across the Authority. This position involves asset tracking and creating and maintaining records for fixed asset acquisitions, retirements, and transfers within the Fixed Asset System. The analyst will calculate monthly depreciation, perform annual physical inventory counts, and reconcile asset modules with the General Ledger, while continuously reviewing and improving asset tracking processes for enhanced efficiency and accuracy.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Creates and maintains fixed asset acquisitions, retirements and transfers in the Fixed Asset System.
- Calculates and analyzes monthly depreciation for capitalized assets.
- Conducts annual physical inventory counts of the capitalized equipment.
- Manages the fixed assets month-end closing process.
- Reconciles and balances modules with the General Ledger.
- Prepares interim and year-end fixed asset audit schedules for the external audit.
- Serves as the point of contact for questions from the external auditors.
- Works in Federal Database (eDelphi) by creating invoices and uploading backup for Federal grant reimbursement
- Provides an administration review of miscellaneous invoices and prevents invoices from being missed and incurring late interest penalties per the Prompt Payment Act.
- Reviews project invoice entries before they are distributed for workflow approval.
- Reviews capital and expensed equipment requisitions for approval.
- Invoices contractors and consultants for any badges that are not returned.
- Produces the Performance Measures Quarterly Report.
- Serves as backup for the Projects Control Senior Analysts.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Accounting, Finance, or related field.
- Three (3) years experience as a professional accountant.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fixed asset management principles and practices, including asset acquisitions, retirements, and transfers.
- Skill in managing month-end closing processes related to fixed assets, ensuring timely and accurate reporting.
- Knowledge of accounting principles related to the reconciliation in software modules for the General Ledger.
- Ability to produce reports, showcasing the effectiveness and efficiency of asset management processes.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing
- Continuous computer monitoring
- Occasional driving

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CAPITAL PLANNING SENIOR ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Capital Planning Senior Analyst will be responsible for providing analytical and reconciliation of the Authority's Capital Improvement Program (CIP). Responsible for critical elements essential to the successful management of the Authority's long-range CIP construction projects and grant reimbursement. The role involves managing and updating Capital Improvement Program (CIP) data, collaborating with various departments for budget and timeline discussions, overseeing federal and state grant management processes, and generating detailed reports and analysis to support financial oversight and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Updates and maintains CIP project data with actual costs.
- Works with the Planning and Development department to ensure the projected payments are accurate and the correct cash curve is used.
- Generates monthly cash forecasts prior to project payments to outline capital cash requirements, as requested by the Finance Department.
- Updates and maintains files containing Capital Improvement programs.
- Attends Development Committee meetings and consults with the Director of Capital Programs to discuss changes related to budget updates, funding sources, project timelines, and modifications to the Capital Improvement Plan.
- Generates ad hoc reporting and using the data for project summaries, variance analysis, and scenario comparison.
- Responsible for creating and managing files for both federally assigned grants from the Federal Aviation Administration (FAA) and state grants from the Florida Department of Transportation (FDOT). This includes reviewing grant agreements for eligible costs, preparing and submitting payment invoices and journal entries, generating necessary reports, maintaining records for audits, and preparing close-out documents for the FAA grants.
- Ensures thorough reconciliation of master plan project accounts between the Authority's accounting system and construction project management software, collaborating with the internal team to address discrepancies. This includes generating detailed monthly reports to monitor actual expenditures and commitments.
- Reviews and approves all project related requisitions which includes the creation and assignment of tasks numbers within the Oracle Project Module.

- Responsible for closing purchase orders as final payments are processed for design, construction, equipment, and miscellaneous invoices.
- Provides assistance for Book Transfers, CIP Status Review Reporting, Certified Payroll, Work Order Processing, Design Invoice Reviews, and Performance Measures Quarterly Report (PMQR).
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Finance, Accounting, or related field.
- Three (3) years experience in business analysis with a thorough understanding of project management.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with construction management software (Prolog, Primavera).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CIP processes and related financial management principles.

- Ability to perform detailed financial analysis and reconciliation between various accounting systems and project management software.
- Knowledge of federal and state grant management processes, including eligibility requirements and reporting obligations.
- Skill in advanced Microsoft Excel, including the ability to create complex spreadsheets and perform data analysis.
- Ability to produce accurate cash forecasting and financial reporting to project capital cash requirements effectively.
- Knowledge of construction project management practices and the ability to apply them to manage project timelines and budgets.
- Skill in creating and maintaining detailed project documentation, including grant files and project summaries.
- Ability to work independently with considerable judgment while managing multiple projects in a fast-paced environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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CHIEF COMMERCIAL OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Commercial Officer plays a pivotal role in shaping and executing dynamic programs across Marketing, Communications, Concessions and Commercial Parking, Real Estate, and Air Service Development to maximize revenue streams. This position is crucial in proactively promoting the Authority's policies and initiatives while driving growth and revenues. Leading a dedicated communications team, the Chief Commercial Officer will collaborate closely with program leaders and staff to implement a comprehensive, mission-focused communications and marketing strategy at the enterprise level. Beyond internal coordination, this role will actively engage with external stakeholders and consultants to enhance the Authority's visibility and brand, driving the advancement of its policy and program objectives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements comprehensive revenue strategies aligned with the Authority’s overall goals and objectives.
- Provides leadership for the design, implementation, and management of issue-focused communication initiatives.
- Develops strategic communication plans, both proactively and responsively to breaking events.
- Ensures all staff has timely access to internal information about the Authority.
- Utilizes various communication channels, including social media, to ensure accurate and consistent information accessibility.
- Leads the development and execution of comprehensive strategies to attract airlines to the market, driving growth in both domestic and international flight operations.
- Works closely with program leaders to integrate communication strategies into broader plans.
- Champions the strategic negotiation of airport concession agreements across diverse sectors, including food and beverage, retail, rental cars, parking, ground transportation, advertising, and sponsorships, to maximize revenue potential.
- Provides regular strategic and tactical communication support to the CEO's office and senior management team.
- Offers communications oversight for critical information relayed to the Board of Directors.

- Directs the Authority's real estate strategy, encompassing land acquisition and disposition, commercial development, property management, and asset activation, with a primary focus on optimizing revenue generation and enhancing asset value.
- Collaborates with internal and external stakeholders to ensure profitability and optimal resource utilization leveraging the Authority's visibility and brand.
- Enhances the customer experience to attract and retain passengers and other airport users, which can positively impact revenue.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Executive Acumen**: Ability to combine influence and authority when communicating with others; Blends poise, self-confidence and self-control; Able to demonstrate emotional intelligence.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Business Administration, Public Relations or another related field.

- Ten (10) or more years proven experience in senior leadership roles within marketing, communications, or related field.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources.
- Knowledge of generally accepted accounting and auditing principles in the public sector.
- Ability to craft and execute revenue strategies, identifying growth opportunities, setting revenue targets, aligning sales and teams to achieve these goals.
- Skill in bargaining effectively with others to resolve conflict or achieve results.
- Ability to analyze sales data, customer behaviors and market trends to inform strategies.
- Ability to understand market trends and customer needs to adapt strategies to changing market conditions.
- Ability to align and optimize the efforts of sales, marketing, and customer success teams to drive growth and maximize revenue.
- Strong analytical skills with the ability to make data-driven decisions.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to take decisive action, address issues proactively, and hold oneself accountable for outcomes and behavior.
- Knowledge of metrics and evaluation techniques to assess the effectiveness of communication strategies and initiatives.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF DEVELOPMENT OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Development Officer is responsible for overseeing and executing the airport's planning, engineering, and development projects, while also prioritizing safety, security, and passenger experience. This position plays a key role in projects aimed at expanding and enhancing the Airport's infrastructure to facilitate its growth and operations, while also making sure that these facilities operate safely and efficiently. This role provides strategic leadership and direction to the Planning & Development and Maintenance Departments, overseeing multi-billion-dollar valued capital improvement programs, leading projects from the planning stage through design, and construction, and the overall Asset Management Program for Tampa International Airport. This role contributes to the organization's mission and values and fosters a working environment that reflects teamwork, excellence, vision, hospitality, and community.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements the Authority's long-term development vision and strategy, ensuring it aligns with the Authority's vision, mission and values.
- Oversees long-term plans for capital equipment and improvement projects and contributes innovative ideas for expansion and improvement initiatives.
- Collaborates with the CEO on essential growth strategies and works with the senior management team to plan, review, and revise the Authority's development programs.
- Ensures consistent implementation of planning and development activities and capital construction projects.
- Oversees the safe and efficient operation of airport facilities, ensuring a high level of customer service and passenger satisfaction.
- Monitors and manages facilities and physical assets to provide world-class customer service.
- Advises on efficient staffing plans, specialty outsource contracting, consulting services contracts, and management approaches to achieve organizational goals.
- Responsible for appropriate budgeting, monitoring, and management of funds and resources related to the planning and delivery of multi-billion-dollar capital improvement programs.
- Prepares and manages annual budgets for personnel, equipment, and projects, with responsibilities exceeding $100 million.

- Fosters a creative, strong, healthy, and equitable culture across the workforce. Lead by example and maintain a servant leadership approach.
- Encourages and navigates inspirational ideas and innovative processes that drive growth and development.
- Exemplifies and maintains a high level of ethics and integrity in all aspects of the role.
- Displays a leadership demeanor characterized by drive, purpose, and a commitment to achieving organizational goals.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree Engineering, Architecture, Construction, Business Administration, Facilities Management or related field.
- Ten (10) years of proven experience in a senior leadership role overseeing facilities management, planning, and development in a large organization, preferably in the transportation or aviation industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of capital improvement projects, construction management, and maintenance operations.
- Demonstrated ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Strong problem-solving, decision-making, and analytical abilities.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
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PHYSICAL ABILITIES

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Chief Executive Officer

Department: Chief Executive Officer
Pay Grade: G10
FLSA Status: Exempt
Job Code: CEO01
Last Updated: 2/28/2025

POSITION SUMMARY

Serves as the Chief Executive Officer (CEO) of the Hillsborough County Aviation Authority (HCAA or Aviation Authority). Under the general direction of the Board, the CEO is responsible and accountable for leading all departments and administrative functions of the Aviation Authority and its airports, Tampa International Airport, Peter O. Knight Airport, Tampa Executive Airport, and Plant City Airport.

POSITION ROLES & RESPONSIBILITIES

Strategic Orientation: Stays informed of trends, challenges, opportunities, threats, competition, and governmental policy; challenges traditional practices and seeks new models and partnerships; and plans a roadmap for organizational transformation.

- Creates and implements long-term strategic initiatives, approved by the Board, to guide the development and direction of HCAA.
- Monitors and directs action on all local, state, and federal legislative and regulatory initiatives relating to the aviation, transportation, and tourism industries to protect and promote the interests of the HCAA.
- Directs the governmental affairs department and lobbyists to achieve the funding and regulatory goals of the Aviation Authority.
- Coordinates the activities and involvement of the Aviation Authority with industry groups such as Airports Council International, the American Association of Airport Executives, and other trade associations to influence the initiatives these organizations pursue to align their compatibility with the goals and objectives of HCAA.

Community Partnerships: Develops and maintains partnerships, coalitions, alliances, and government relations.

- Coordinates and collaborates with regional and state agencies that have responsibility for economic development, travel, tourism, transportation, and convention activities to ensure that the Aviation Authority is positioned to help direct efforts and to satisfy the requirements for continued growth of travel for the overall benefit of the Tampa Bay Region.
- Fosters media, community, and governmental relations; develops strategies to effectively inform the community and other stakeholders about news and relevant developments; and maintains good relations with the public by being active in the Tampa Bay Region and directing the community engagement of HCAA and its employees as well.

Enterprise Management: Administers, monitors, and improves day-to-day business processes through performance excellence; personnel, legal, and financial management; and budgetary performance.

- Develops and manages operating and capital budgets that result in competitive airline rates while ensuring that HCAA has the resources to achieve its goals and objectives.
- Maximizes revenues and minimizes expenditures to protect the financial strength of HCAA.
- Provides safe, secure, and convenient facilities and administers the safe operations, construction, maintenance, and protection of operational areas of HCAA airports.
- Responsible for the selection, training, and motivation of Aviation Authority staff to create a productive work environment. Implements programs to ensure staff career advancement opportunities and provides the resources to accomplish assigned tasks. Conducts leadership succession planning.
- Complies with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and individuals providing goods and services to HCAA. Develops programs to ensure equal opportunities for Disadvantaged Business Enterprises.
- Responsible for lease and contract negotiations and for the coordination with air carriers, concessionaires, and tenants of the aviation system to ensure that facilities are put to their highest and best use with the goal of driving revenues, increasing services, and driving customer loyalty.

Customer Focus: Makes continuous improvement to provide the highest quality products and services to all customers and stakeholders.

- Explores growth strategies for all areas of the HCAA business portfolio.
- Analyzes and provides statistical and economic concepts to support recommendations and promote airport-oriented activities in the Tampa Bay Region.
- Develops staff and programs, subject to budget constraints, necessary to attract new passenger and cargo markets and airlines, both domestic and international, with the goal of increasing air service options and supporting the economic development goals of the Tampa Bay Region.

Board Relations: Facilitates Board consideration of options and alternatives, provides meeting and agenda support, and supports and assists Board succession planning.

- Communicates industry trends and developments to the Board.
- Reports on a regular basis to the Board on various business development and air service efforts and opportunities.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- Experience as a general manager with overall cross-functional responsibility for the development and management of an enterprise or complex organization, ideally with experience as a Chief Executive Officer and, if not, as a divisional or business unit general manager.
- A highly regarded and experienced airport executive with knowledge and experience of airport industry best practices, standards, and regulations.
- Experience as the overall leader of a medium or large hub airport or as a direct report to the overall leader of a large airport hub.
- A sound knowledge of key functional domains of relevance - airport finance, commercial/revenue generation, administration, operation, maintenance, planning, and development.
- A strong background in, and focus on, regional economic development.
- Exposure and awareness to domestic and international air service development.
- Demonstrated track record of establishing and maintaining solid, respectful and trusting relationships with all key stakeholders, including boards, appointed governmental officials, airlines, concessionaires, on-airport service providers, business and community leaders, special interest groups, and other stakeholder groups.
- Experience in facilities development and capital program management of scale, with a track record of on-budget, on-time delivery.
- Demonstrated strong project management skills in the context of direct management responsibility for large-scale initiatives involving significant dollar amounts and implications, a large staff, and many diverse stakeholder groups.
- Exposure to general aviation activities and tenants.
- Strategic and forward-looking, with a demonstrated high degree of innovation, which can effectively 'create the future.'
- A strong community outreach orientation with experience representing his organization at very senior levels to a wide variety of audiences, including the community and the public at large.
- Proven leadership skills with a strong track record of internal talent development.
- A capable ambassador, experienced and comfortable working in highly visible representational positions that have put him or her "in the spotlight" and "under the microscope." Skill in dealing with the media on a regular basis.
- A global executive and thinker with both the interest and willingness to participate on the international stage relative to the airport industry, following in the footsteps of the work in this regard by the current CEO.
- An individual with a "career runway" of at least 7 years, and ideally 10 years.
- Holds an undergraduate degree. Graduate degree and advanced executive leadership courses are desirable.

TPA MISSION STATEMENT

To be a major driver in the economic growth of the Tampa Bay Region. We will be leading-edge innovators to create global access and extraordinary customer experiences through our people and facilities to build prosperity for our stakeholders and the region.

TPA VISION STATEMENT

To be a vibrant aviation gateway for Tampa Bay, providing access and economic opportunity for our stakeholders.

CHIEF FINANCIAL OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Financial Officer also serves as the Chief Information Officer, and Chief Purchasing Agent for the Authority, encompassing a wide range of critical responsibilities. As Chief Financial Officer, the role involves planning, implementing, managing, and overseeing all finance and accounting activities within the Authority. In the capacity of Chief Information Officer, this position manages all aspects of Information Technology (IT) to effectively support the Authority's operations, security, and strategic objectives. As the Chief Purchasing Agent, this role oversees the Authority's procurement processes, regulations, cost analysis, and financial reporting. Responsibilities include overseeing the development and compliance with departmental procedures, monitoring departmental performance, formulating long-range strategies, and guiding the preparation of both operating and capital budgets.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides financial guidance and expertise to the CEO and other stakeholders.
- Develops and implements the Authority's financial plans, budgets, and forecasts, ensuring the efficient and effective use of public funds.
- Ensures accurate and timely financial reporting, as well as compliance with all relevant regulations and accounting standards.
- Identifies and manages financial risks, including those related to debt, investments and insurance.
- Interacts with the Authority's trustees related to bond covenants and the administration of existing debt.
- Directs the establishment and management of Authority banking and investments.
- Provides high quality, cost effective, and timely procurement processes to meet the needs of internal and external customers.
- Ensures the timely availability of quality materials, supplies, equipment, design, construction, concessions, and professional services in support of the Authority's revenue generation, operations and administrative functions.

- Ensures compliance with all federal, state and local procurement requirements in the selection of contractors, concessionaires, consultants and individuals providing goods or services to the Authority.
- Maximizes revenues and minimizing expenditures to protect the financial strength of the Authority.
- Develop, in conjunction with a wide range of stakeholders, an effective and implementable Authority cyber security strategy.
- Monitor the Authority's ability to manage information resources in a manner consistent with existing cyber-related policies and procedures.
- Support the increased use of leading-edge technology to enable the Authority to carry out it's mission better.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Executive Acumen:** Ability to combine influence and authority when communicating with others; Blends poise, self-confidence and self-control; Able to demonstrate emotional intelligence.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's degree in business administration or public administration.
- Ten (10) years of senior-level experience in managing the accounting, investment and financial functions of a similarly sized organization in a position with significant organizational and budget responsibility, preferably at a medium to large size airport or other governmental organization.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience complying with federal, state, and local procurement laws and regulations governing the purchase of equipment, supplies and services.
- Ability to collaborate with key stakeholders to proactively define procurement needs and determine options that meet policy and law requirements.
- Knowledge and understanding of accounting principles, budgeting, forecasting, financial analysis, and financial reporting.
- Knowledge of capital budgeting, project financing, and large-scale capital improvement projects.
- Knowledge of IT operations, including incident management, service desk operations and IT asset management.
- Knowledge of data analytics techniques and tools to extract insights from airport data for better decision-making.
- Knowledge of relevant aviation regulations and IT standards, such as those related to data privacy and security.
- Ability to manage relationships and negotiate contracts effectively.
- Ability to analyze data to identify trends, patters, and insights to improve airport operations.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
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CHIEF LEGAL OFFICER/GENERAL COUNSEL

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer and Authority Board Members, The Chief Legal Officer/General Counsel is responsible for all legal matters. This role will represent the Authority as required under the Rules Regulating the Florida Bar, including but not limited to Rule 4-1.13 Organization as Client. It is the duty of the General Counsel to take charge, manage, and control the legal business of the Authority and serve as the legal advisor to Board members, the Chief Executive Officer, and all the Authority's departments on all legal matters related to airport operations, including contracts, leases, regulatory compliance, litigation, and risk management. The Chief Legal Officer/General Counsel will prosecute and defend all legal actions by and against the Authority with assistance as necessary from outside special legal services.

This position will manage all activities of Legal Affairs and the Government and Community Relations departments, including establishing departmental goals, supervising staff, managing legal budgets, and overseeing the preparation of all agreements relating to the Master Plan development program, airline agreements, concession/commercial development agreements, land acquisition and ground leases, construction and consultant agreements, and the lease of airport facilities at the Authority's four airports. This role will ensure compliance with all applicable federal, state, and local laws and regulations, including aviation regulations, labor laws, environmental regulations, and procurement rules.

The Chief Legal Officer/General Counsel is hired by the Chief Executive Officer and is subject to approval by at least a majority of the Authority Board.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive legal strategy to support the airport's strategic goals and objectives, including risk mitigation, regulatory compliance, and legal support for business development initiatives.
- Identifies, assesses, and mitigates legal risks associated with airport operations, including operational risks, strategic initiatives, and potential litigation.
- Provides legal opinions and advice to the CEO and Board Members on a wide variety of legal matters related to all aspects of the Aviation Authority from its governance to the management and operation of Tampa International, Peter O Knight, Plant City, and Tampa Executive Airports.

- Oversight of any existing or proposed federal, state, or local legislation or governmental policies that would affect the governance, finances, operations, or management of the Authority.
- With the aid and assistance of the Director of Government and Community Relations, prepares, advocates or opposes such laws in a manner which will best represent the interests of the Authority, including the hiring of specialists and experts in connection therewith.
- Builds and maintains strong relationships with key stakeholders, including airport staff, government officials, industry partners, and other relevant parties.
- Stays informed about updates in aviation regulations, laws, and policies, and ensure the Authority's operations adhere to these changes.
- Reviews and approves all contracts, grant agreements, concession agreements, vendor agreements, labor agreements, user agreements, leases, easements, permits and similar documents.
- Coordinates all legal issues with the Authority's CEO.
- Drafts and final preparation of contracts or other legal documents.
- Representation in real estate transactions, including examination of land titles.
- Representation in actual or threatened litigation or in any adversarial proceedings before administrative agencies.
- Liaises with legislative and executive representatives of County, State or Federal government agencies.
- Oversees all outside legal service contracts.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
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QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Juris Doctor Degree from an accredited school of law.
- A member in good standing of the Florida Bar.
- Ten (10) years experience as a practicing attorney including extensive professional legal experience involving some branch of local government, experience in the aviation or transportation industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience should reflect demonstrated knowledge and a thorough understanding of the laws as they relate to the sale and purchase of real property; rental and lease agreements; construction and contract administration; procurement; and compliance with policies and procedures. The General Counsel will perform a wide range of legal services for the Authority and a thorough understanding of the requirements relating to the Public Sector environment is critical.
- Skill in leading and managing teams, fostering collaboration, and achieving collective goals.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
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- Very frequent typing and extended periods of focused work in front of computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CHIEF OPERATING OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Executive Officer, the Chief Operating Officer is responsible for overseeing the day-to-day operational functions at the Hillsborough County Aviation Authority airports, ensuring safe, efficient, customer-focused service delivery, operational excellence, stakeholder engagement, and regulatory compliance. This role requires strategic planning, strong leadership, deep operational expertise, adoption of best practices, and the ability to understand and manage complex airport systems and cross-functional teams. This position is responsible for various departments, including Airport Operations, Public Safety and Security, General Aviation, Human Resources, Enterprise Risk Management and Safety.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Direct all facets of airport operations including airfield management, terminal operations, ground transportation, guest experience, public safety, and emergency preparedness, Human Resources, Enterprise Risk Management and Safety.
- Ensure continuous 24/7 safe and efficient operations in compliance with all federal, state, and local regulations, including FAA, TSA, FDOT and environmental standards.
- Lead daily operations planning and implementation, supporting peak traffic demands and irregular operations (IROPS) management.
- Collaborate with the CEO and executive team to implement the airport's strategic vision, including capacity expansion, capital improvement programs, and sustainability initiatives.
- Drive performance metrics, KPIs, and benchmarking to optimize service delivery and operational efficiency.
- Lead initiatives to modernize airport technology, passenger experience, and operational resiliency.
- Lead a large, diverse team across multiple departments including Operations, Public Safety and Security, General Aviation, Guest Experience, Human Resources, Enterprise Risk Management and Safety
- Build a culture of accountability, inclusion, innovation, and continuous improvement.
- Mentor and develop leaders and staff.
- Serve as a key liaison with federal agencies (FAA, TSA, CBP, FDOT), airlines, concessionaires, contractors, local government, and other airport partners.

- Lead or participate in regular airline and tenant meetings to ensure operational alignment and address service issues.
- Oversee the airport's Emergency Operations Center (EOC) and ensure proper coordination of emergency response efforts during crises such as weather disruptions, accidents, or security events.
- Ensure preparedness plans, drills, and continuity of operations plans (COOP) are maintained and tested.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Stakeholder Engagement:** Ability to identify, understand, and involve members of the community who have a stake in the outcome of the strategic plan; Able to take a comprehensive approach that includes ongoing communication, listening, and collaboration.
- **Business Alignment:** Ability to link an organization's structure and resources with its strategy and business environment.
- **Executive Acumen**: Ability to combine influence and authority when communicating with others; Blends poise, self-confidence and self-control; Able to demonstrate emotional intelligence.
- **Strategic Vision:** Creates a vision for the organization and ensures the vision is understood and supported; Driving a shared understanding of a long-term perspective and opportunities for the organizations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Aviation Management, Business Administration, or a related field.

- Ten (10) or more years of proven track record in senior leadership roles within the aviation industry, with a focus on airport operations and customer service.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the aviation industry, including airport operations, regulations, safety standards, and emerging trends.
- Skill in budget planning, financial analysis, and identifying cost-saving opportunities to optimize operational efficiency.
- In-depth knowledge of customer service best practices and methods for measuring and improving customer satisfaction.
- Knowledge of local and international aviation regulations, with the ability to ensure compliance and navigate regulatory changes.
- Ability to think strategically, set clear goals, and develop effective strategies for achieving them.
- Knowledge of the latest technologies and innovative solutions in aviation operations and customer service.
- Knowledge of stakeholder dynamics, including relationships with airlines, government authorities, vendors, and industry partners.
- Ability to think strategically, set clear goals, and develop and implement effective strategies to achieve them.
- Exceptional problem-solving skills to identify issues, analyze data, and develop innovative solutions to challenges.
- Ability to exercise sound judgment and decision-making, particularly in high-pressure situations.
- A customer-centric mindset with a passion for delivering outstanding passenger experiences and a commitment to continuous improvement.
- Financial analysis skills to manage budgets, assess cost-saving opportunities, and make data-driven decisions.
- Ability to manage and respond to crises and emergencies efficiently, ensuring the safety and satisfaction of passengers and employees.
- Understanding of the global aviation landscape and the ability to consider international factors in decision-making, especially for international airports.
- Ability to adapt to evolving industry trends, regulations, and customer preferences.
- Commitment to the organizational mission and guiding principles, with a focus on continuous improvement.
- Exceptional verbal, graphic, and written communication skills to convey messages clearly and persuasively.
- Ability to process complex information quickly and distill it into compelling and actionable messages.
- Outstanding interpersonal skills characterized by credibility, good judgment, honesty, and integrity in all interactions.
- Ability to manage change with flexibility and grace, demonstrating initiative to solve problems as they arise.
- Skill in anticipating, prioritizing, and managing tasks while respecting diversity and fostering an inclusive environment.

- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting
- Frequent standing and walking
- Very frequent typing and extended periods of focused work in front of computer monitor

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CLOUD ARCHITECT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems Engineering, the Cloud Architect is responsible for designing, implementing, and maintaining cloud and hybrid infrastructure solutions. This role focuses on developing and executing cloud strategies, managing workloads in the cloud, and supporting a hybrid environment that includes both on-premise and cloud workloads. Additionally, the Cloud Architect assists with on-premise responsibilities, including the installation and configuration of systems and troubleshooting hardware and software issues. This position addresses complex technical challenges with minimal supervision.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements cloud strategies for clients, including migration plans, cost optimization strategies, and security best practices.
- Designs, deploys, and manages workloads in public cloud environments such as AWS, Azure, or Google Cloud Platform to meet organizational needs.
- Configures and manages hybrid cloud environments, ensuring seamless integration of on-premise infrastructure and cloud-based resources.
- Ensures the reliability, scalability, and security of cloud-based systems and applications, implementing necessary safeguards.
- Monitors infrastructure performance and troubleshoots issues proactively to maintain optimal system functionality.
- Implements automation tools and scripts to streamline cloud deployment and management processes, enhancing operational efficiency.
- Assists with the troubleshooting, maintenance, and repair of operating systems and applications, providing timely support to users.
- Assists with backup and recovery processes to ensure data integrity and business continuity.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of cloud platforms and solutions, hybrid workloads, servers, systems, software, peripherals and storage technology.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Microsoft Certified Solutions Expert (MCSE): Cloud Platform and Infrastructure, CompTIA Network+, CompTIA Cloud+, CompTIA Security+.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge public cloud platforms such as AWS, Azure, or Google Cloud Platform.
- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.

- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasionally lifting over 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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COMMERCIAL PARKING AND GROUND TRANSPORTATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Commercial Parking and Ground Transportation the Commercial Parking and Ground Transportation Manager is responsible for the day-to-day operations of the public parking, rental car, and ground transportation operations. The position assists in creating and enforcing policies and procedures as defined by agreements, the Ground Transportation Operations Manual, and Authority policies, standard procedures, and operating directives. The position also assists in preparing reports related to the parking revenue control system, parking trends, capacity and usage.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and monitors the day-to-day functions of the parking operation with a focus on capacity management, rental car operation, and ground transportation operations, and serves as the Commercial Parking and Ground Transportation first point of contact.
- Team lead representing the team in meetings during the planning, implementation, and monitoring of selected construction and maintenance projects to minimize customer service and operational impacts.
- Assists with parking capacity analyses, consistently monitors parking capacities, and redirects customers to open parking spaces as needed using available tools.
- Drafts and revises emergency procedures and collaborates with other departments to be the team lead for emergency planning and selected response.
- Conducts monthly inspections of rental car company operation and assigned space to ensure compliance with agreement terms and conditions, safety, and aesthetics.
- Assists in overseeing the agreements for parking, rental cars, Transportation Network Companies and other ground transportation modes, with a particular focus on compliance and standards.
- Performs semi-annual audits of the parking operator to ensure compliance with the Parking Facilities Management Services Contract.
- Provides input regarding the annual parking fiscal year operating budget and assists with monitoring the parking expense budget.

- Regularly inspects the parking facilities to ensure they are maintained in a clean and safe condition, and that customer service standards are being met . -Makes recommendations for operational improvements and efficiencies.
- Acts as support for expense reports, Parking and Revenue Control System (PARCS), AVI, and other parking and ground transportation related reports.
- Collaborates with other Authority departments, in particular Operations, Maintenance, and Planning and Development, as needed and maintains excellent working relationships.
- Assists with revisions to policies, procedures, rules and regulations.
- Works closely with Enterprise Risk Management regarding damage claims and/or personal injury reports.
- Assists with customer service inquiries and/or complaints related to commercial parking and ground transportation.
- Reviews parking refund requests to ensure requests are resolved and meet response guidelines.
- Resolves internal requests, questions, and complaints frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in business or public administration or related field.
- Three (3) years related experience.

- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport parking facility operations and ground transportation systems, including relevant federal, state, and local regulations affecting these operations.
- Knowledge of business principles and practices related to the management of parking and ground transportation agreements, including compliance standards and operational guidelines.
- Skill in leadership and team management, effectively guiding staff and fostering a collaborative work environment.
- Skill in communication and presentation, enabling clear and effective interaction with diverse audiences, including staff, tenants, and external stakeholders.
- Ability to analyze operational data and make recommendations for improvements and efficiencies within parking and ground transportation services.
- Ability to prepare and manage budgets, ensuring accountability for expenses and adherence to financial targets in the parking operation.
- Ability to monitor and enforce compliance with facility cleanliness and safety standards, ensuring that all operations meet established guidelines.
- Skill in producing and maintaining various operational reports, including financial, expense, and usage reports, to inform management and support decision-making.
- Ability to handle customer service inquiries and complaints effectively, ensuring timely responses and resolutions to enhance passenger satisfaction.
- Ability to collaborate with various departments and external agencies, maintaining strong relationships to support operational objectives.
- Knowledge of preventative maintenance practices and safety hazard identification to ensure the integrity and functionality of parking and ground transportation facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing
- Frequent use of car/light truck

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COMMERCIAL PARKING SYSTEMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Commercial Parking Systems Manager is responsible for overseeing the daily operations of the Authority's online booking system, including refining and changing rates and products, while providing essential support to the overall management of parking operations. This position engages in a diverse range of responsibilities, including active participation in all facets of the online booking system, ensuring its continuous enhancement, and leading initiatives for process improvements. This role will analyze industry best practices and emerging trends, develop strategic initiatives to optimize the booking system, and generate insightful reports that inform business decisions.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for the day-to-day administration of the online booking system, including revenue management and insights into the parking operation and capacities
- Actively and regularly recommends and inputs changes in online parking rates and products in real time to optimize revenue, improve customer service and manage capacities
- Monitors the performance of rates and products to ensure optimal performance
- Predicts future capacities and measures risk to inform future rates and product availability while monitoring and reacting to any changes in expectations
- Benchmarks other online booking systems and analyze system data to identify opportunities for enhancements.
- Recommends and evaluates enhancements for both the front-end and back-end of the online booking system.
- Develops strategic initiatives, including loyalty programs, premium offerings, and revenue-enhancing opportunities.
- Acts as the primary point of contact for customers, addressing complaints, concerns and feedback related to parking products and the online booking system.
- Monitors and utilizes user feedback to track, report, and recommend actions to improve customer service.
- Collaborates with other departments to design, implement and review marketing and communication initiatives to ensure alignment on desired objectives
- Investigates and responds to customer requests for online booking system refunds.

- Ensures compliance and adherence to terms and conditions, making recommendations for improvement.
- Develops, manages, forecasts, and analyzes parking budgets, performance and capacities.
- Assists with monthly financial reporting, including presentations and reports for executive management.
- Interprets various sources of data and converts findings into reports, dashboards, ideas, and actionable intelligence.
- Generates daily reports that facilitate decision-making and provide actionable intelligence.
- Provides analysis, data, and insights related to audits and business reviews.
- Serves as the subject matter expert for the online booking system and its performance.
- Collaborates with the Research Department on focus groups, surveys, and other customer feedback initiatives.
- Evaluates and reports on e-commerce industry best practices, with a focus on relevant airport e-commerce opportunities.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or related field.
- Three (3) years of experience managing online booking systems.
- Or an equivalent combination of education, training and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of systems analysis techniques.
- Knowledge of key performance indicators and metrics.
- Skill in problem-solving and analytics.
- Ability to set priorities, meet deadlines and multi-task.
- Skill in Microsoft Word, Excel, Outlook, and PowerPoint.
- Skill in presenting reports defining project progress, problems and solutions.
- Ability to collaborate effectively with leaders, employees, and customers while maintaining a positive and proactive approach.
- Ability to prioritize customer service and consistency in all decisions and recommendations.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to collect, develop, organize and evaluate data and to develop logical conclusions based on the data.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing
- Frequent use of car/light truck

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COMMERCIAL REAL ESTATE SPECIALIST

GENERAL DESCRIPTION

Under the general supervision of the Senior Manager of Commercial Real Estate, the Commercial Real Estate Specialist provides professional support to internal and external customers for day-to-day operations and real estate projects to meet the Authority's business, contract, and revenue goals. The Commercial Real Estate Specialist is responsible for managing tenant relationships, and lease contract administration and compliance.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Maintains lease abstracts, agreements, LOAs, amendments, and other critical documents to ensure information is accurately represented.
- Assists with the management of real estate assets.
- Assists with the revision or amendment of contracts and agreements and prepares for executive signature.
- Works with internal, external departments and legal counsel to ensure compliance with federal, state, and local rules and regulations and Authority policies and procedures.
- Assists with managing aeronautical and non-aeronautical operating agreements, leases, and other related service agreements for financial, operational, and regulatory compliance.
- Monitors ongoing performance of budgets.
- Processes and tracks invoices related to commercial real estate projects when received.
- Processes and tracks ad valorem tax and City of Tampa storm water invoices.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in business and/or real estate or commercial property management.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree's in Business Administration or a related field.
- Three (3) years of experience in business and/or real estate or commercial property management.
- Real estate licensure.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of real estate and commercial property management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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COMMUNICATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director or Senior Manager of Communications, the Communications Manager enhances the Hillsborough County Aviation Authority's (HCAA) brand and communication strategies across various platforms. This position is responsible for crafting and editing compelling written, video, and digital content, including press releases and social media initiatives, to ensure clear and impactful messaging. Acting as a spokesperson for HCAA, the manager fosters strong relationships with external stakeholders, media, industry groups, and community organizations while collaborating with internal departments to support various initiatives. Additionally, the role is critical in managing emergency communications and ensuring timely responses during critical situations. A strong focus on customer experience and innovative strategies is essential for success in this dynamic and fast-paced environment.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Researches, develops, pitches, and writes engaging story ideas for internal and external audiences.
- Drafts and edits communications for the Chief Executive Officer (CEO) and executive staff, ensuring clarity and consistency.
- Manages and produces content for platforms to support internal communications.
- Produces and distributes content for newsletters and community/industry publications to enhance stakeholder engagement.
- Represents the Authority in public speaking engagements and presentations.
- Manages front-page communications to provide timely and relevant information for employees.
- Drafts and publishes monthly recaps of HCAA Board meeting to improve organizational transparency.
- Collaborates with Human Resources and other departments to address communication needs and strategic planning.
- Conducts media outreach and responds promptly to media inquiries to maintain positive relationships.
- Proactively seek placements for stories in national, local, and industry publications.

- Monitors news coverage of the Authority and the aviation industry, identifying trends to promote airport initiatives and share relevant news with stakeholders.
- Updates the online newsroom and maintain a video/image library for internal and external communications.
- Leads the HCAA's social media program, including campaign planning, content creation, and performance analysis.
- Supports the execution of other special projects, events, media engagements, and presentations as assigned.
- Regular on-call duties in support of responsive communications and stakeholder engagement; emergency/breaking news response, including representing the Communications department in-person and virtually for Emergency Operations Center meetings and briefings; execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Journalism, Mass Communications, English, or related field.
- Four (4) years of experience in broadcast journalism, media relations or public relations.
- Or equivalent combination of education, training, and experience.
- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Proficiency in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of communications best practices within public government and the aviation sector.
- Knowledge of media operations and the needs of various media outlets.
- Skill in excellent organizational and time management, with a proven ability to meet deadlines.
- Skill in prioritizing assignments and effectively managing multiple tasks simultaneously.
- Ability to communicate complex technical information clearly and understandably.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

CONCESSIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Concessions, the Concessions Compliance Manager will support the Concessions program and related assignments. The Concessions Compliance Manager is responsible for assisting in creating and enforcing contractual requirements, assessing Concessionaires' and Service Providers' compliance as specified in Lease and Concessions contracts and the Concessions Handbook, policies and procedures as defined by the Tenant Work Permit process, and Authority policies, standard procedures, and operating directives. The Concessions Compliance Manager ensures all related concession operations are well staffed, clean, and safe at all times and that Concessionaires are in compliance with their agreements.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and monitors the day-to-day concessions program operation, including the online ordering program, and is the Concessionaires first point of contact.
- Assists in managing the agreements for concessions, the Concessions Receiving and Distribution Center Management, and vending, with a particular focus on compliance and standards.
- Offers support in preparing the annual fiscal year operating budget.
- Makes recommendations for operational improvements and efficiencies.
- Works with the Concessionaires, leaders, outside agencies, other Airport tenants, and internal teams for inspections of all concession locations and support facilities; inspects for cleanliness, safety hazards, preventative maintenance.
- Creates, produces, obtains, and maintains compliance reports.
- Recommends enhancements to Performance Audits, Security and Operational violations and hours of operations.
- Collaborates with other Authority departments, to maintain excellent relationships throughout the Authority.
- Assists with customer service inquiries and/or complaints related to airport concessions.
- Assists with refund requests for the online ordering program to ensure requests are resolved.
- Resolves internal requests, questions, and complaints, frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.

- Provides support for the administration of the Concessions Recognition Program.
- Maintains, updates, and distributes department resources such as Concessionaire Handbooks, contact lists, menus, and performance plans.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Business Administration, Finance, Hospitality or related field.
- Five (5) years of experience in food and beverage, retail, and/or hospitality.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with airport concession and/or customer service.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of food and beverage and/or retail operations and compliance as well as federal, state, and local rules and regulations affecting such operations and business principles and practices as they relate to the management of revenue-generating agreements.

- Knowledge of various Compliance Reports, Performance Audits and Security Operations.
- Skill in conducting performance audits and analyses of operational programs and procedures.
- Ability to problem solve, be accountable, and decisive while executing operationally sound plans.
- Ability to remain visible, enthusiastic, and maintain a high energy level.
- Ability to focus on details, set priorities, meet deadlines, multi-task while upholding high operational standards.
- Ability to work independently to analyze, interpret, accurately summarize, and resolve complex compliance issues.
- Ability to use a computer and related software, including Microsoft Word, Excel, and PowerPoint.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hour per day
- Occasional sitting
- Typing up to 6 hours per day

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CONTRACTS MANAGER

GENERAL DESCRIPTION

Under the general direction of a Senior Manager, the Contracts Manager oversees maintenance contracts for all locations, all of which play a crucial role in the operations of the Authority. This role manages, coordinates, and monitors assigned contracts while establishing administrative procedures and guidelines for effective outcomes. The Maintenance Contracts Manager prepares contract work scope drafts, bid schedules, pay applications, and other related documents, while also creating and coordinating work schedules to ensure timely completion.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates and monitors assigned contracts to ensure compliance and effective management.
- Prepares contract work scope drafts, bid schedules, pay applications, and related documentation for review.
- Creates and coordinates work schedules to ensure timely completion of contract deliverables.
- Monitor contract budgets, track the status of allocated funds, and control expenses effectively.
- Analyzes risks and assesses the future impact of decisions related to contract management.
- Collects, organizes, and analyzes data to develop logical conclusions for contract performance.
- Develops tracking systems to monitor work progress and ensure accountability.
- Conducts regular reviews of contract performance to identify areas for improvement.
- Ensures compliance with all relevant regulations and standards in contract management.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.

- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Industrial Management, or related field.
- Three (3) years experience in maintenance contract management, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of contract management principles, practices, and objectives.
- Knowledge of relevant regulations and standards applicable to contract management.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Ability to review and analyze contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing, walking & sitting.
- Frequent lifting up to 50 Ibs or more.
- Constant bending, pushing & climbing.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.

- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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CREDENTIALING & ACCESS CONTROL COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Credentialing & Access Control Compliance Manager oversees national compliance requirements for the Transportation Security Administration (TSA), 49 CFR 1542, and the Authority's Security Program. This role focuses on aviation worker credentialing, security training, and access control. The Credentialing & Access Control Compliance Manager leads the Badging Office Credentials Specialists, ensuring accurate adjudication of ID Media applicants' Criminal History Records Information (CHRI) and maintaining the highest standards of customer service and regulatory compliance.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers airport-issued security credentials and ID media for Authority.
- Monitors, updates, tracks, and coordinates access control requirements for all airport stakeholders.
- Conducts audits of tenants' security procedures, background checks, and credential status.
- Issues Security Violations for regulatory compliance; attends hearings for ID Media suspension or revocation.
- Drives continuous improvement in key stakeholder relationships.
- Ensures compliance standards for security-related recurrent training.
- Acts as the "on-call" Airport Security Coordinator, available to TSA 24/7.
- Oversees security training programs, including computer-based training for aviation workers.
- Oversees budget documents and monitors allocated funds for the Credentials office.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Five (5) years experience in Airport Operations, Airport Security, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Airport Security Coordinator Designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.

- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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Cyber Security Engineer

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of the Information Security Office, the Cyber Security Engineer is responsible for leading key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a deep understanding of current and emerging vulnerabilities and threats in the security industry, as well as critical business and technological processes. The Cyber Security Engineer performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Developing and implementing the organization's information security strategy, policies, and procedures to align with business objectives and regulatory requirements
- Conducting comprehensive risk assessments and threat modeling to identify vulnerabilities, assess risks, and recommend appropriate mitigation strategies.
- Leading and coordinating incident response efforts, including managing security breaches, conducting forensic investigations, and reporting findings to senior management.
- Designing and implementing security architecture for systems, networks, and applications, ensuring that security best practices are integrated into the technology infrastructure.
- Ensuring compliance with relevant regulations, industry standards, and best practices (e.g., GDPR, HIPAA, PCI-DSS) through audits, assessments, and continuous monitoring.
- Developing and overseeing security awareness training programs for employees to foster a culture of security within the organization.
- Evaluating and managing third-party vendors and service providers to ensure they meet the organization's security requirements and standards.
- Analyzing and responding to advanced persistent threats (APTs) and other sophisticated cyber threats, leveraging threat intelligence to inform security practices.
- Working closely with other IT and business units to ensure security measures are effectively integrated and aligned with organizational goals.
- Selecting, implementing, and managing security tools and technologies, such as firewalls, intrusion detection systems, and endpoint protection solutions.

- Review Authority contracts (per requests from Procurement) for specific language dealing with cyber issues, and provide input as needed to ensure cyber risks are addressed in contracts. Consideration should also be given to related compliance standards or requirements.
- Staying current with the latest security trends, vulnerabilities, and technologies, and continuously improving security practices and policies based on evolving threats.
- Must be able to participate in an on-call rotation or be on-call.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

Associate's Degree, or equivalent experience. Five (5) years of experience identifying and analyzing information security threats.

- More than one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, EC-Council, (ISC)2, ISACA, CSA, SANS or CompTIA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Must pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.
- CompTIA Cybersecurity Analyst (CySA+)
- Bachelor's degree

KNOWLEDGE, SKILLS, AND ABILITIES

• Demonstrates advanced knowledge of information security principles, frameworks, and best practices, including CIS, NIST, and ISO 27001.

• Designs and implements secure network architectures incorporating firewalls, VPNs, intrusion detection/prevention systems, and related controls.

• Leads incident response activities following established frameworks, ensuring effective preparation, detection, containment, eradication, and recovery.

• Ensures compliance with applicable laws, regulations, and standards such as PCI DSS, CJIS, TSA Amendments, GDPR, HIPAA, and other data-privacy requirements.

• Utilizes and manages advanced security technologies, including SIEM platforms, endpoint protection, vulnerability management, and encryption solutions.

• Collects and analyzes threat intelligence to identify emerging risks and inform security operations and decision-making.

• Demonstrates strong technical proficiency in security tools, scripting languages (e.g., Python, PowerShell), and security testing methodologies.

• Applies advanced analytical and problem-solving skills to assess vulnerabilities, resolve incidents, and recommend effective security solutions.

• Manages security projects and initiatives, providing leadership, planning, and coordination with cross-functional teams and stakeholders.

• Communicates complex security concepts effectively to technical and non-technical audiences, fostering awareness and adherence to security practices.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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DATABASE ADMINISTRATOR III

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Database Administrator III develops and implements long-term database strategies aligned with organizational goals. This position designs and architects complex, high-performance, and scalable database systems to support critical business applications. Additionally, the Database Administrator investigates and resolves complex database issues, enforce database standards and best practices, evaluate new database technologies, and provides guidance to other members of the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements long-term database strategies that align with organizational goals and objectives.
- Designs and architects complex, high-performance, and scalable database systems to support critical business applications.
- Conducts performance analysis and tuning of databases to optimize resource utilization and minimize response times.
- Develops and implements advanced backup and disaster recovery strategies to ensure business continuity and minimize data loss.
- Investigates and resolves complex database issues, including performance bottlenecks, data corruption, and security breaches.
- Develops and enforces database standards, best practices, and policies to maintain consistency and reliability across the organization.
- Evaluates and recommends new database technologies, tools, and methodologies to improve efficiency and performance.
- Collaborates with business stakeholders to understand their data requirements and propose effective solutions to meet their needs.
- Develops and delivers training programs to educate developers, analysts, and other stakeholders on database concepts and best practices.
- Ensures regulatory compliance and data security by implementing and auditing database access controls, encryption, and other security measures.
- Manages database vendors and service providers, ensuring they meet service level agreements and deliver value to the organization.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of experience working with databases, including installation, configuration, and maintenance, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Oracle Certified Professional (OCP) certification.
- Oracle Certified Expert (OCE) and Oracle Certified Master (OCM).
- Cloud certification such as Oracle Cloud Infrastructure (OCI) Architect Associate or Professional
- ITIL certification
- Master's degree in a related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of SQL and PL/SQL programming languages with strong proficiency in writing complex queries and procedures.
- Knowledge of operating systems such as UNIX, Linux, and Windows as they relate to database operations.
- Knowledge of database architecture and design principles, including normalization, indexing, and data modeling.
- Knowledge of database security and compliance requirements, including best practices for data protection and access control.
- Knowledge cloud-based database solutions, understanding the implications and benefits of cloud architecture.
- Knowledge of backup and recovery technologies, including RMAN, Data Pump, and third-party solutions
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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DEVELOPMENT COMMITTEE ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Director of Capital Programs, the Development Committee administrator is responsible for coordinating, managing, and reporting on all aspects of the Development Committee activities for the Authority. Provides in depth financial analysis and prepares fiscal year budget and Development Committees summaries and facilitates presentations for the Authority and airlines.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Generates and manages the Bi-weekly Development Committee agenda for all active, pending, closed, and new FY capital development projects. This encompasses planned major growth capital improvements and ongoing maintenance projects necessary to meet the Authority's projected needs.
- Coordinates follow-up with Project Directors to revise and resubmit new fiscal year PMP documents based on Development Committee feedback, ensuring effective preparation and prioritization of capital projects.
- Tracks and maintains the status of the Authority’s Program Reserves and Board Authorization dollars and reports out at the Development Committee meetings.
- Manages the schedule for new fiscal year presentations and discussions on special interest items, coordinating with Project Directors and Department Directors to ensure effective management of capital projects and alignment with the Authority's goals during Development Committee meetings.
- Coordinates and prepares final documentation for each fiscal year's Project Management Plan submittal, including scope, budget, construction cost worksheets, project schedule, team details, potential impacts, cost-benefit analysis, expectations checklist, and delivery approach.
- Manages and maintains electronic files for all Development Committee-approved Capital Development Project Management Plan documents, including new fiscal year projects, revisions, updates, and financial closeouts, ensuring accessible retrieval for Project Directors and internal departments.
- Coordinates and prepares the bi-monthly Capital Improvement Plan Project Status Report requiring interaction with Project Directors on the status of their respective projects, which leads to the posting of the report on the Authority website.

- Prepares the recommended annual FY capital budget and Capital Improvement Plan Book for presentation to the airlines and the Authority Board for approval and inclusion in the annual Budget.
- Updates Master Project Management Plan documentation forms annually.
- Schedules and leads individual and departmental training meetings.
- Monitors the reporting of Capital Improvement Plan closeout packages completed by internal teams and third-party service providers, ensuring their completeness and accuracy.
- Updates internal departmental processes.
- Annually updates the Project Development Program Manual, outlining the procedures and guidelines for planning, budgeting, implementing, and managing capital projects at the Authority's four airports, in collaboration with Planning and Development and Construction and Procurement to promote innovation and process improvement.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business/Public Administration or related field.
- Four (3) years of experience in finance/accounting working with capital projects, project management, and data analytics.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Management, Business/Public Administration or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of management.
- Knowledge of the functions, services, activities, requirements and objectives of the specific program/functional area to which assigned.
- Knowledge of federal, state, and local regulations pertaining to the assigned area.
- Skills in applying existing guidelines and in creating new approaches to develop and modify work plans, methods, and procedures for the work unit or function.
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, management, and local stakeholder groups to accomplish departmental and Authority's mission.
- Ability to identify relationships that explain facts, data, or other information, and make correct inferences or draw accurate conclusions.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIR SERVICE DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Director of Air Service Development is responsible for directing strategic and tactical plans aimed at increasing flight operations to existing domestic and international markets while attracting new airlines and destinations. This role provides essential leadership by leveraging real-time business analytics and consumer data to inform both short-term and long-term strategies that enhance the airport's overall business objectives. The Director collaborates with various stakeholders to develop initiatives that drive growth and improve passenger services, ensuring that the airport remains competitive in the aviation industry. Additionally, this position plays a critical role in evaluating market trends and operational needs to align air service development efforts with the airport's strategic vision.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the implementation and execution of strategies to attract airlines to the market and increase domestic and international flight operations.
- Manages the overall relationship between the Authority and airline commercial planning organizations.
- Serves as internal consultant supporting ongoing analysis related to commercial aviation topics.
- Provides strategic recommendations to Authority senior leadership.
- Responsible for regular reporting on traffic trends, both globally and domestically, to inform stakeholders (including the Authority's board) of current market performance.
- Develops and presents business case presentations to airline executives to promote air service opportunities.
- Plans and tracks all Air Service Development virtual and in-person meetings to ensure effective engagement with airline partners.
- Represents the Authority at airline and industry meetings, trade shows, and conferences related to air service development. Speaking roles may be required at industry events.
- Regularly engages with and provides analysis to key community partners including Destination Marketing Organizations, Economic Development Councils and Chambers of Commerce.
- Leads the implementation of Authority's Air Service Incentive Program (ASIP) to encourage airline participation, route expansion and entry of new airlines at TPA.

- Oversees the preparation of budget requests and business plans, managing the approved departmental budget effectively.
- Develops and maintains data sources to provide insightful analysis for both internal and external stakeholders.
- Develops and manages Customer Relationship Management (CRM) systems to enhance engagement and communication with airline partners and stakeholders.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelors Degree in Business Administration, Economics, Marketing, Aviation Management, or related field.
- Eight (8) years experience in air service development or airline network planning or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Masters Degree in Business Administration.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of data tracking and analysis methods, with proficiency in word processing, spreadsheet, database, and presentation software.
- Knowledge of demographic, psychographic, and travel propensity data analysis,
- Knowledge of Customer Relationship Management (CRM) applications.
- Comprehensive knowledge of key airline network planning concepts, methodologies and strategies
- Knowledge of domestic and international airline passenger and air cargo operations, including network decision-making processes.
- Knowledge of airport business operations fundamentals and related federal regulations governing airport functions.
- Ability to function at a high level while engaging with airline executives and community organizations (including CEO and Board level).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending & stooping
- Occasional climbing
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIRPORT CONCESSIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Director of Airport Concessions is responsible for managing and overseeing the Authority's Concessions Program, which includes food and beverage, retail, advertising, passenger services, and vending across all airport terminals and properties. This position develops strategic plans to enhance the concessions program, generates budgets, forecasts, and preform, and evaluates all airport concession agreements to drive non-aviation revenues while prioritizing the Authority's ACDBE program goals. This role will monitor the financial performance and customer service standards of concession vendors, ensuring compliance with Authority guidelines, while also leading a team dedicated to delivering high-quality passenger experiences and maximizing airport revenue.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Airport's Concessions program, managing all aspects including food and beverage, retail, advertising, sponsorships, vending, and passenger services to maximize revenue generation.
- Develops and manages the annual budget, forecasts, space planning, and design, as well as financial management analysis, merchandising, and product promotions.
- Identifies and promotes the optimal use of airport properties and spaces to enhance revenue potential and improve passenger experience.
- Directs the negotiation and oversight of all airport concession agreements in coordination with the Procurement and Legal departments to ensure compliance and effectiveness.
- Prepares and presents comprehensive reports on concessions performance, including insights and analysis of sales and revenue trends to various audiences.
- Supports long-term strategic plans for airport terminal facilities concessions.
- Conducts studies to evaluate new opportunities and assess the financial viability of capital projects supporting concession programs.
- Monitors customer service performance within the concessions program, conducting regular store walk-throughs to ensure compliance with signage, appearance, and cleanliness standards.
- Approves advertising copy, operational hours, and tenant improvements while ensuring contract compliance and overseeing necessary security inspections.

- Works closely with internal stakeholders on key projects, including the Master Plan, construction initiatives, and contract audits to align efforts and resources.
- Administers the third-party logistics management contract to optimize operations for concessionaires and the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business or Restaurant Management related field.

- Eight (8) years experience in planning, developing, and implementing concessions programs including negotiating and administering revenue generating contracts.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Business or Restaurant Management or another related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of concessions management, including food and beverage operations, retail, advertising, passenger services, and vending regulations.
- Skill in financial management, including budgeting, forecasting, and analysis, to support revenue generation and strategic planning for the concessions program.
- Knowledge of best practices in customer service and operational efficiency within the concessions sector to ensure high-quality passenger experiences.
- Skill in conducting pro-forma and feasibility studies to assess the financial viability of new opportunities and capital projects within the concessions program.
- Ability to monitor and evaluate customer service performance, conducting regular inspections to ensure compliance with appearance and cleanliness standards.
- Ability to collaborate effectively with internal stakeholders on key projects, ensuring alignment of efforts and resources towards common goals.
- Skill in leading and managing a team, providing training, coaching, and mentoring to ensure high levels of service and compliance within the concessions area.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF AIRPORT OPERATIONS AND EMERGENCY MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Airport Operations and Emergency Management is responsible for overseeing airfield operations, the Authority's Wildlife Program, and emergency management. This role involves directing airside operations' day-to-day safety, security, and efficiency while establishing strategic direction for preparing, mitigating, responding to, and recovering from incidents or emergencies. The Director collaborates with various stakeholders, including federal and state agencies, to ensure compliance with regulations and enhance the overall operational effectiveness of the airport. Additionally, this position involves leadership responsibilities, including staff development, and fostering a culture of safety and collaboration within the organization.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures compliance with all applicable federal and state regulations while enforcing the Authority's operational policies, procedures, rules, regulations, and operating directives.
- Monitors airport operations to deliver safe and efficient services to all airport users.
- Serves as a key member of the Airport's incident management team during emergency responses, providing leadership and making critical decisions to resolve public unrest and manage equipment mobilization.
- Develops and implements changes and enhancements to operational procedures to continuously improve airport operations.
- Recommends improvements or expansions to policies, procedures, and facilities that enhance safety, resilience, and the customer service experience for passengers and airlines.
- Manages the budgets and resources effectively to support airport operations and emergency management initiatives.
- Acts as a liaison and principal representative of the Authority to the FAA, TSA, State of Florida, FDLE, Hillsborough County, and City of Tampa officials, facilitating communication and collaboration.
- Oversees all roles in the Emergency Operations Center (EOC) before, during, and after events, facilitating timely and comprehensive situation updates and damage assessments during emergencies.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management or related field.
- Eight (8) years experience in managing operations at a large or medium hub airport.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Public or Business Administration, Airport Management or related field.
- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability.
- Part 139 regulatory experience.
- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM).
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

DIRECTOR OF AIRPORT PROPERTIES AND AIRLINE AFFAIRS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Director of Airport Properties and Airline Affairs represents the Authority as the facility owner and is responsible for the strategic planning, business management, and lease negotiations for the aviation properties portfolio at the Airport, including the Main Terminal, Airsides, and airfield out buildings throughout the Airport Properties. This role provides technical expertise in contract negotiation and drafting and will provide advice regarding all business and contract-related compliance activities affecting the Airport Properties. This position serves as the primary liaison between the Authority and its Airport Properties.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary liaison between the Authority, airlines, and Airport Properties tenants to facilitate effective communication and collaboration.
- Facilitates discussions among the Authority, airlines, and support companies to establish performance standards that enhance operational efficiency and passenger growth.
- Engages with aviation and non-aviation customers to address their contractual and facility needs, ensuring satisfaction and compliance.
- Collaborates with the Air Service Development department to attract new air service opportunities to the Authority.
- Leads discussions on facility and operational enhancements, supported by thorough financial analysis to ensure viability.
- Manages and oversees the support processes for airlines, addressing operational issues and enhancing airport operations.
- Negotiates resolutions to disputes between airport staff and tenants regarding the use and development of airport properties.
- Oversees capital requests from the Airline Fuel Committee and ensures compliance with business regulations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, or related field.
- Eight (8) years experience in a business environment, including project management, contract development, contract administration, or related field.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.

PREFERRED QUALIFICATIONS

- Law Degree (J.D.), or Master's Degree in Business Administration or related field.
- Five (5) years experience in airport properties or airline affairs management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the airline business, including major domestic and international air carriers, networks, global alliances and codeshares, and common passenger aircraft.
- Knowledge of the administration and management of contracting documents and compliance with policies and procedures.
- Knowledge of business negotiations, contract law, and project management principles.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Capital Programs, the Director of Capital Programs is responsible for the coordination of the Authority's Capital Improvement Program (CIP), state and federal grant funding, grant billing, project payments, capital assets, and project performance reporting. This includes development of short and long-range capital improvements, project cost tracking and forecasting, records management, performance measures, and process improvements. Directs and coordinates the development of the annual Capital Improvement Program forecast (20-year Plan). Ensures that a high degree of coordination occurs between departments so that the project management plan's scope of work, budgets, and schedules are carefully planned to achieve successful project implementation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the Authority's Strategic Business Plan is regularly updated to reflect current goals and objectives.
- Collaborates closely with the Government Affairs liaison to identify and develop plans for securing third-party funding sources.
- Cultivates and maintains strong relationships with the FAA and the State District 7 office to support funding and project success.
- Manages the Development Committee process, facilitating input from all departments to effectively plan and track capital projects.
- Chairs bi-weekly Development Committee meetings to oversee project discussions and decision-making.
- Directs the development and timely updates of Project Management Plans to ensure project milestones are met.
- Maintains and updates the Capital Improvement Program master schedule to provide accurate project scheduling and cash flow projections.
- Provides project cost data to Project Directors to ensure adherence to budget constraints across all projects.
- Ensures timely billing for all grants and Passenger Facility Charges (PFCs) while establishing processes for prompt payment of consultant invoices and contractor pay applications.
- Oversees the reporting of Goals & Objectives and project performance measures to track the effectiveness of capital projects.

- Manages external resources, including consultants and program management staffing, to optimize project delivery.
- Compiles and manages PFC applications, ensuring familiarity with eligibility requirements, application timelines, and compliance with the PFC Handbook.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Finance, Accounting, or related field.

- Eight (8) years experience in Finance or Accounting.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Finance, Accounting or related field
- Certified Public Accountant (CPA) license.
- Previous airport experience, including capital programs.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the AIP Handbook, project eligibility criteria, and application timelines to effectively manage grant funding processes.
- Skill in business and financial acumen to analyze project costs, budgets, and financial forecasts for successful capital project management.
- Skill in promoting change and innovation by embracing diverse perspectives and thinking styles across all levels of staff.
- Ability to balance and prioritize competing priorities effectively, ensuring critical tasks are completed on time.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Typing up to 6 hours per day

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMERCIAL PARKING AND GROUND TRANSPORTATION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Concessions and Commercial Parking, the Director of Commercial Parking and Ground Transportation is responsible for directing the revenue and operations of the Authority's public and employee parking facilities, rental cars, and ground transportation services. This position involves overseeing all aspects of these operations, including budget development, revenue & capacity forecasting, and contract management, while also identifying opportunities for revenue enhancement and operational efficiency. This role oversees an online booking system with the capability for real time rate changes and the ability to influence revenue, customer service and garage utilization. This role will lead a team focused on delivering exceptional customer service and ensuring compliance with contractual obligations, ultimately making airport parking the preferred choice for travelers. Additionally, the Director will collaborate with various stakeholders to create and implement strategic initiatives and enhance the overall passenger experience.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs and oversees the management of the Airport’s public and employee parking, rental car, and ground transportation operations, including all associated revenues, capacity management, contracts, programs, and products.
- Researches, conducts sensitivity analysis and develops recommendations to retain or generate additional revenue while providing operational efficiencies across all areas of responsibility.
- Monitors and reports regularly on performance and utilization.
- Establishes revenue forecasts and budgets for the department, ensuring alignment with annual targets for parking, rental car, and ground transportation services.
- Prepares and presents analysis and reports on performance for parking, rental cars, and ground transportation, delivering insights, variance and trend analysis to executive leadership.
- Leads the development, implementation, and management of the parking contractor agreement, focusing on budget setting, customer service improvement, and operational efficiency.
- Leads the development, implementation, and management of the Online Booking System.
- Collaborates with other departments and the parking contractor to ensure compliance with revenue control, airport policies and procedures, and audit processes.

- Utilizes the Online Booking System in partnership with the Commercial Parking System Manager to change parking rates and products in order to influence occupancy rates, optimize revenue, and improve customer service.
- Leverages parking-related software and technology to engage passengers, enhance perceived value, and retain parking users.
- Collaborates with other departments to design, implement and review marketing and communication initiatives to ensure alignment on desired objectives
- Collaborates where necessary with other departments and external stakeholders to Identify, create, present and implement both short- and long-term strategic plans for airport parking, rental cars, and ground transportation to include strategic direction on negotiations, parking rate strategies and parking products.
- Directs, negotiates and manages the procurement and administration of airport parking, rental car, and ground transportation agreements, ensuring compliance and operational excellence.
- Directs, negotiates and manages the procurement for parking equipment and parking systems and acts as the subject matter expert in this area
- Works closely with internal stakeholders on capital improvement projects, including Master Plan initiatives
- Team lead during the planning, implementation, and monitoring of selected construction and maintenance projects to minimize customer service and operational impacts.
- Leads and mentors a team, ensuring high levels of passenger service and contractual compliance in all aspects of parking facility operations, rental cars, and ground transportation services.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.

- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Economics, Finance, Aviation, Logistics or related field.
- Eight (8) years experience financial/ operations management.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Economics, Finance, Aviation, Logistics, or related field.
- CAPP - Certified Administrator of Public Parking.
- Certified Parking Professional (CPP) from the National Parking Association.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the parking, rental car, and ground transportation business environment, including social, economic, political, and technical trends that impact parking revenue and operations.
- Skill in presenting comprehensive reports that define project progress, address issues, and propose effective solutions to various stakeholders.
- Ability to develop and produce strategic plans that align with the Authority's objectives and enhance the overall effectiveness of parking and ground transportation services.
- Ability to create, manage, forecast, and analyze budgets and profit and loss statements (P&Ls) to ensure financial targets are met.
- Ability to direct and manage multiple resources and projects simultaneously, ensuring successful outcomes and operational efficiency.
- Ability to build coalitions and foster strong relationships among various stakeholders, including internal departments and external partners.
- Ability to demonstrate considerable initiative, think independently, and exercise sound judgment in decision-making processes.
- Skill in leveraging technology and software, such as the Online Booking System and Parking Revenue Control System, to optimize operations and enhance customer service.

- Ability to lead, coach, and mentor team members, ensuring high levels of passenger service and adherence to contractual obligations in all aspects of operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMERCIAL REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Director of Commercial Real Estate is responsible for the management and development of Real Estate for the Authority. The Director of Commercial Real Estate implements the Authority's real estate development strategy, provides advice regarding all real estate activities within the airport system, conducts negotiations, and monitors other potential areas that might present risk for each transaction and/or venture. This role develops, implements and manages a robust real estate program in alignment with current market opportunities, the Authority's Master Plans, and will strive to creatively maximize the use of available Authority land at Tampa International and General Aviation Airports. This role also provides the technical expertise in compliance with FAA, State of Florida, County and City standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for the overall success of the Commercial Real Estate Development Department for the Authority, including aeronautical, commercial, and industrial projects, and represents the organization, both internally and externally, by supporting the strategic direction and priorities, objectives, vision, mission and values of the Authority.
- Directs and conducts solicitations, negotiations and preparation of favorable lease agreements and contracts. Assists in the strategy, development and preparation for the conduct of negotiations as well as assisting in formulating policies which are applicable to this role.
- Identifies and builds strategic networks, community relationships and partnerships that could fit the Authority's real estate development strategy.
- Independently develop and analyze highly detailed pro formas, internal rate of return analyses, what if scenarios, and other financial analysis tools for identifying and evaluating development opportunities
- Prepare term sheets, structure and negotiate leases, ground leases, public-private partnerships, or other development agreements
- Ensure end-to-end project delivery including budgeting, procurement, contractor/vendor oversight, schedule adherence and project close out.
- Represents the Commercial Real Estate units interests at the Authority's Capital Development Committee Meetings

- Provides direction and mitigation strategies regarding real estate ventures and negotiations, while ensuring legal compliance with Federal, State, and local regulations.
- Manages the real estate budget by facilitating realistic forecasting, maintaining effective budgetary controls, constructing contingency plans to stay within budgetary constraints, reducing expenses and/or developing revenue generating opportunities.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with Authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable in-person attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, or related field.

- Eight (8) years experience in real estate development.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Licensed Real Estate Agent to be obtained within one (1) year of hire.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one (1) year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Public or Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations related to the development and leasing of airport property.
- Knowledge of commercial real estate and leasing contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF COMMUNICATIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing, Communications and Strategy, the Director of Communications serves as the Authority's senior enterprise communications leader and chief steward of organizational reputation and public trust. The position holds ultimate accountability for the strategy, governance, and execution of all internal and external communications, ensuring alignment with organizational objectives, executive priorities, and regulatory responsibilities.

This role functions as a principal advisor to the CEO, Executive and Leadership Team, providing high-level counsel on public positioning, executive communications, media engagement, crisis response, internal communications, and reputational risk. The Director of Communications exercises independent judgment and decision-making authority in fast-moving, high-risk situations and plays a central leadership role during emergency operations and high-visibility events.

The Director oversees and integrates communications across all channels and audiences, proactively anticipating issues, mitigating risk, and defending the Authority against misinformation or reputational harm. This position is responsible for ensuring the organization's voice is authoritative, consistent, strategic, and trusted, particularly during moments of scrutiny or operational disruption.

On-Call Requirement: 24/7 executive-level availability for crisis and emergency response, including on-site leadership when required

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SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, executes, and continuously refines enterprise-wide communications strategies that advance organizational priorities, strengthen stakeholder engagement, and protect the Authority's reputation and public trust.
- Serves as a trusted strategic advisor to the Vice President of Marketing, Communications and Strategy, CEO, and Executive Team, providing counsel on executive messaging, public affairs, media relations, stakeholder engagement, and reputational risk.

- Anticipates, assesses, and mitigates reputational, political, operational, and emerging risks through proactive communications planning and strategic recommendations that support executive decision-making.
- Serves as the Authority's primary spokesperson and senior media strategist, leading media relations efforts and managing relationships with local, national, industry, and community media representatives and influencers.
- Directs the Authority's issues management, misinformation response, and reputation management efforts, ensuring timely, accurate, and strategic communication with stakeholders and the public.
- Oversees executive media engagements, including planning, preparation, messaging development, briefing materials, and post-engagement evaluation to ensure alignment with organizational objectives.
- Maintains ownership of the Authority's Crisis Communications Plan and provides communications leadership during emergencies, operational disruptions, and high-profile incidents, including participation in Emergency Operations Center (EOC) activities.
- Directs real-time crisis messaging, stakeholder communications, public information releases, and media responses during emergency situations while maintaining executive on-call availability as required.
- Oversees executive communications, including speeches, presentations, talking points, videos, announcements, and messaging frameworks for the CEO and Executive Leadership Team.
- Leads the development and execution of internal communications strategies and employee engagement initiatives, ensuring messaging supports organizational culture, transparency, accountability, and strategic alignment.
- Provides strategic leadership, direction, and oversight for the Communications team, establishing priorities, performance expectations, operational standards, and accountability measures.
- Oversees talent management activities, including employee development, coaching, performance evaluations, succession planning, and workforce readiness within the Communications function.
- Establishes and maintains governance standards that ensure communications quality, consistency, compliance, brand integrity, and adherence to organizational policies and best practices.
- Directs the development and execution of integrated communications plans, content strategies, editorial calendars, and departmental performance initiatives that support organizational goals and objectives.
- Maintains final editorial authority for communications content, oversees compliance with public records requirements, and monitors media coverage, social media activity, and industry trends to inform strategic communications planning and executive counsel.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed

today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Journalism, Mass Communications, Public Communications, English, or another related field.
- Eight (8) years experience in broadcast journalism, media relations or public relations.
- Four (4) years supervisory experience.
- Experience in crisis communications, issues management, and emergency response, including leadership during operational disruptions, public safety incidents, or events attracting intense media and public scrutiny.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Strategic Communications, Journalism, Public Relations, Public Affairs, English, or a closely related field. An equivalent combination of education and extensive executive-level communications leadership experience may be considered.
- Senior-level leadership experience in communications, public affairs, media relations, or corporate affairs within a large, complex, and highly visible organization, such as a transportation authority, government agency, infrastructure entity, Fortune-scale company, or regulated industry.

- Demonstrated experience serving as a principal communications advisor to a CEO, executive leadership team, or governing board, with responsibility for enterprise messaging, reputation management, and public positioning.
- High-level familiarity with enterprise communications platforms and tools, including content management systems, media monitoring and analytics platforms, Microsoft 365, Adobe Creative Suite, CRM and stakeholder engagement tools, and social media management systems.
- Experience working within environments requiring public accountability, transparency, regulatory compliance, and coordination with legal, operations, and government affairs teams.

KNOWLEDGE, SKILLS, AND ABILITIES

- Expert-level knowledge of enterprise communications strategy, reputation management, public trust stewardship, crisis communications, and narrative development for large, complex organizations.
- Demonstrated ability to align communications strategy with organizational mission, operational realities, political environments, and long-term strategic objectives.
- Exceptional executive advisory capability, with proven ability to influence senior leadership decision-making and provide sound judgment on high-impact and sensitive issues.
- Advanced crisis communications and risk management skills, including rapid assessment, real-time response, stakeholder coordination, and post-incident reputation recovery.
- Proven ability to anticipate, mitigate, and manage reputational, operational, political, and public perception risks, including misinformation and disinformation response strategies.
- Expert media relations and spokesperson leadership skills, including managing complex media narratives, preparing executives for high-profile engagements, and evaluating media impact.
- Exceptional written and verbal communication skills, including executive speechwriting, messaging frameworks, storytelling, and translation of complex information into clear public narratives.
- Strong executive presence and discretion, with the ability to handle highly sensitive, confidential, and restricted information with integrity and sound judgment.
- Strategic leadership capability in communications planning and execution, including digital communications, audience engagement, analytics, and integration of emerging technologies.
- Demonstrated ability to lead and develop high-performing communications teams while fostering collaboration, accountability, ethical standards, and strong cross-functional partnerships across the organization.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF CONSTRUCTION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Construction represents the Authority in the administrative and operational details of ongoing construction activities. The Director of Construction ensures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position will provide oversight of the communication between Authority Staff, contractors, designers, inspectors and the Authority's Consulting Engineer on all construction projects; provides oversight of the schedules of construction for all projects and assures that construction phasing, conflicts between contractors and contract compliance issues are addressed. This position will also provide oversight of the status of contract submittals processing and assures prompt action is taken to maintain appropriate response within contract requirements.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates' work performance conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors the contractor's implementation and maintenance of a Safety Program. Reviews all proposed changes to the Construction Contracts and assure proper application and interpretation of the Contract Documents.
- Analyzes contractor claims and prepares recommendations for Authority action.
- Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly Status of Construction Report by the project manager.
- Reviews the schedules submitted by the contractor to ensure compliance with the Master Schedule and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the Master Control Schedule. This includes reporting any

major variance with recommended corrective action. Coordinates phasing of contactors' work to complete the Project(s) according to the Authority's objectives of cost, time and quality.
- Acts as the representative of the Authority at the site of all construction work.
- Oversees Project Managers' scheduling and conducting of Progress Meetings at which Contractors and Inspectors can jointly discuss matters such as procedures, progress, problems, field changes and scheduling. Establishes procedures for cooperation and coordination between inspectors and Contractors concerning all aspects of the Project and implements such procedures.
- Develops and implements a procedure for review of all contractors' schedules of values and reviews all contractors' billings and invoices and recommends payment of all invoices.
- Monitors the Architect/Engineer in determining that factory inspection and testing for items fabricated outside Project limits is performed and assures that all necessary field records that arise out of the Work are maintained and provides oversight of the Project closeout procedures.
- Oversees the preparation of formal Board Monthly Status Reports of all Construction.
- Oversees the preparation and negotiation of all Contract Change Orders.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or a related field.
- Ten (10) years of progressive experience at higher levels of responsibility in the areas of construction administration and construction management.
- Eight (8) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Proficiency in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Understanding of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.
- Familiarity with height zoning regulations and their implications for airport development and airspace management.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 lbs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing

- Continuous typing
- Very frequent use of car/light truck

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DIRECTOR OF DESIGN

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Design is responsible for directing and supervising Authority staff and project design consultants related to engineering, architectural and environmental design development of all capital projects for the Authority's airport system. The Director of Design ensures that all projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position administers design contracts including the selection, contract negotiation and preparation of professional design contracts.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that the Authority's needs are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, schedules, and tenant development plans.
- Directs and supervises all design development activities to assure establishment and enforcement of guidelines, standards and design criteria.
- Develops and manages project budgets and schedules.
- Facilitates communication and collaboration of the design among stakeholders, Authority staff, team members, and other relevant parties.
- Manages the preparation of contract documents for construction.
- Prepares, administers and coordinates the annual budget for the engineering, architecture and environmental departments.
- Develops, administers and coordinates the selection of and contract negotiations with professional design consultants.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates' work performance conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.

- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in design, coordination and program management of engineering and architectural activities for an airport, or similar industry.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and design & construction standards.
- Skill in project and program management methodologies, including budgeting, scheduling, and monitoring.
- Skill in identifying and assessing potential risks, developing mitigation strategies, and ensuring timely risk resolution.
- Skill in tracking project progress, identifying variances, and reporting on key performance indicators (KPIs).
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, objectives, develop solutions, and make informed decisions under pressure.
- Skill in change management, transitions, and transformations, ensuring smooth implementation of new processes and tools.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent walking, standing & sitting
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF DIGITAL TECHNOLOGY

GENERAL DESCRIPTION

Under the general direction of the Vice President, of Information Technology, the Director of Digital Technology leads the research and evaluation of emerging trends and solutions in the Information Technology industry by assessing their potential value to the organization. responsible for designing and overseeing staff education on new technologies, as well as recommending the application of innovative products and solutions to maximize organizational value. This role will also oversee the campuswide Common Use (Passenger Processing) vertical, the digital platform of displays and any new technology solutions implemented under the innovation initiative. Additionally, this role involves supervising a team of technical personnel engaged in complex systems, making critical decisions on airport performance. programming activities, providing technical guidance, monitoring project activities, financial justification and analyzing methods for information presentation.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Strategically assesses emerging trends in information technology, providing insights on their potential impact and alignment with organizational goals to drive innovation and competitive advantage.
- Designs and implements comprehensive educational initiatives for staff, fostering a culture of continuous learning and ensuring that the workforce is adept in leveraging new technologies to enhance overall organizational performance.
- Formulates and advocates for strategic initiatives that integrate new products and solutions optimizing their deployment to maximize value and drive organizational growth.

- Develops and oversees detailed project management frameworks, ensuring alignment with strategic objectives while effectively coordinating resources, timelines, and stakeholder engagement to uphold project integrity.
- Provides high-level technical direction and mentorship to project teams, facilitating successful execution and fostering a collaborative environment that enhances project outcomes.
- Leads the development and execution of comprehensive testing and implementation strategies for new systems, ensuring that operational goals are met efficiently while aligning with best practices and organizational standards.
- Leads the Passenger Processing team responsible for managing the majority of all airline flights including ticketing and gate equipment processing. This team will also oversee all biometric passenger processing.
- Leads the LiDAR technology implementation team responsible for implementing new solutions that meet the business needs.
- Manage the planning and execution of the ITS budget, ensuring that all expenditures align with financial goals. Monitor spending, identify cost saving opportunities and implement strategies to maintain budget adherence while delivering quality IT services.
- Collaborate with the Information Security office and business units to ensure regulatory compliance. Implement security best practices across IT Operations, fostering a culture of compliance while aligning security measures with business objectives to protect sensitive information and mitigate risk.
- Leads the vendor hardware and software selection process, including the evaluation and implementation, while collaborating with Procurement and Legal for contract management and guidance.
- Monitors and analyzes IT Operations to identify areas for improvement and implement solutions that enhance service delivery.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Six (6) plus years experience planning, delivery, and management of enterprise solutions, innovative vision or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of various information technology methods and equipment.
- Knowledge of information technology systems design and programming practices to ensure effective solution development.
- Knowledge of systems analysis, development, planning, and documentation methods and standards relevant to IT projects.
- Knowledge of quality assurance concepts and procedures to maintain high standards in IT service delivery.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF ENTERPRISE RISK MANAGEMENT AND SAFETY

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources and Enterprise Risk Management and Safety, the Director of Enterprise Risk Management and Safety is responsible for overseeing the Authority's risk management and safety strategies. This position ensures that contractors, vendors, and tenants maintain adequate insurance coverage while managing property, automobile, liability, and workers' compensation claims on behalf of the Authority. The Director also implements loss prevention and inspection programs and facilitates safety training and compliance with regulatory standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the Authority's records management program, mailroom operations.
- Maintains liaison with state archival officials to establish retention and disposal standards, ensuring compliance with public records laws and overseeing public records requests.
- Acts as a business liaison with other departments to ensure effective information management practices and compliance with relevant policies and regulations.
- Oversees claims-related activities to mitigate the Authority's exposure to risk, including claims and settlements.
- Develops and monitors the budget for the Records Compliance and Risk Management, forecasting needs for staffing, equipment, and supplies.
- Leads the safety training and loss control functions to reduce accidents and promote emergency preparedness to support Airport Safety initiatives.
- Directs the Authority's business continuity efforts, including the development, testing, and updating of contingency plans for critical business functions.
- Oversees facility inspections and the implementation of risk management policies and procedures in line with industry standards.
- Facilitates the research and assessments of internal and external risk factors, providing strategic recommendations for optimizing the Authority's insurance program.
- Supervises annual tabletop exercises for the Enterprise Risk Management department, ensuring readiness for potential risks and emergencies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Eight (8) years experience in (enterprise) risk management, management of insurance portfolios, evaluation of insurance needs, risk and loss control, safety, risk reduction.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Completion of Criminal Justice Information Services (CJIS) certification.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Experience with Customer Relationship Management systems.
- Associate in Risk Management designation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property and casualty insurance portfolio administration, including coverage evaluation and claims processing.
- Knowledge of effective risk management strategies, Enterprise Risk Management (ERM) systems, recordkeeping.
- Skill in managing change and building consensus within teams and across departments to achieve organizational goals.
- Skill in superior presentation, diplomacy, and conflict resolution to navigate complex situations and foster collaboration.
- Demonstrated ability to provide leadership and direction that cultivates respect, influences positive behavior, and fosters effective partnerships across all levels of the organization, promoting a cooperative work environment.
- Ability to think strategically with excellent judgment, enabling proactive decision-making on challenging and complex issues.
- Ability to focus on details, ensuring accuracy and thoroughness in all tasks and documentation.
- Knowledge of the external environment impacting the business, including regulatory, economic, and market factors.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing
- Sitting up to 6 hours per day
- Occasional walking
- Continuously typing

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF ENTERPRISE SERVICES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Director of Enterprise Services is responsible for providing leadership, vision, and direction to the Information Technology (IT) Operations and customer support team, enabling cross-functional productivity among all Authority employees. This role oversees the day-to-day operations of the network infrastructure and customer support groups, including staffing, budgeting, and other essential leadership functions. The Director's primary responsibility is to ensure the effective operation of IT Operations and Support services, including Network Administration, Database Management, IT Helpdesk, and Desktop Support, while aligning all IT activities with the Authority's strategic objectives.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensure consistency and maintainability of existing network and infrastructure by implementing industry best practices and enforcing standard operating procedures for technology deployment and usage.
- Develops comprehensive IT strategy plans that encompass technical specifications, user requirements, technical design, network infrastructure, security protocols, and equipment requirements.
- Creates and updates IT policies and procedures in alignment with the Authority's organizational goals and objectives.
- Ensures that maintenance and updates to Authority network systems and infrastructure adhere to security standards in collaboration with the Information Security Office.
- Leads the vendor and hardware selection process, including evaluation and implementation, while engaging with Procurement and Legal for contract management and guidance.
- Monitors and analyzes IT operations to identify areas for improvement and implement solutions that enhance service delivery.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Six (6) plus years of professional experience in enterprise technology operations and customer support, or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer hardware and software utilized in networked and web-based environments to ensure effective technology operations.
- Knowledge of information technology designs, setups, installation, implementation, and maintenance to support organizational objectives.
- Knowledge of security issues, crisis management, and business continuity, as well as legal considerations related to technology.
- Knowledge of quality assurance concepts and procedures to maintain high standards in IT service delivery.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Requires little or no physical effort or exertion.

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DIRECTOR OF FINANCE

GENERAL DESCRIPTION

Under the leadership of the Vice President of Finance, the Director of Finance is a highly experienced and results-driven position with expertise in public sector accounting, financial reporting, and compliance with government regulations. This position will oversee financial operations, streamline accounting processes, and ensure fiscal responsibility for the Aviation Authority. This role requires strong leadership and a strategic approach to ensure compliance with local, state, and federal financial regulations and responsible for overseeing the day-to-day management of the general ledger, ensuring accurate and timely recording of financial transactions. This Director oversees the preparation of budgets, financial planning, financial reporting, and provides strategic financial leadership to ensure efficient use of Authority funds. The Director collaborates with senior management, stakeholders, and external auditors to ensure fiscal responsibility, transparency, and accountability.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and provides feedback on the Capital Budget submissions from the Authority's Development Committee.
- Oversees the preparation and maintenance of the general ledger, ensuring all transactions are accurately recorded in accordance with GAAP.
- Ensures the integrity of financial data, reviewing journal entries, account reconciliations, and other reports for accuracy and completeness.
- Continuously evaluates and enhances the general ledger and reconciliation processes for efficiency, accuracy, and timeliness.
- Understands and maintains the Authority's 30-year financial model.
- Supports Authority's financial analytics initiatives, including project evaluation calculations, return on investment, and business unit financial modeling
- Performs budgeting, business planning, and actual calculations of rates and charges to the signatory airlines; determines and establishes airline rates, fees, and charges for all airlines.
- Oversees the preparation of financial statements, budgets, and reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Ensures timely and accurate financial reporting to stakeholders, including government officials, auditors, and the public.

- Conducts financial analysis to identify trends, risks, and opportunities for cost-saving or efficiency improvements.
- Designs and implements robust internal controls over the general ledger and bank reconciliation processes to ensure accuracy and compliance with regulations.
- Reviews and monitors the internal control processes to prevent errors and fraud, ensuring that best practices are followed.
- Collaborates with auditors to ensure compliance with applicable standards and regulations.
- Ensures compliance with local, state, and federal regulations.
- Manages the Authority's cash flow and ensures sufficient liquidity to meet operational and capital planning needs.
- Oversees investments and debt management, ensuring compliance with relevant Bond Resolutions and laws.
- Assists with the preparation of the official statement and feasibility studies during bond or other debt issues.
- Verifies debt service transfer amounts with the master trustee on all revenue and PFC-backed bond issues.
- Directs payments of interest to trustees, fees to underwriters and letter of credit providers under the line of credit or other debt-related programs.
- Acts as a liaison between accounting and other departments, ensuring clear communication and collaboration on financial matters.
- Ensures that the accounting department operates efficiently, adhering to deadlines and regulatory requirements.
- Fosters a positive, collaborative environment and encourage professional development and career growth.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in accounting, finance, or related field.
- Eight (8) years experience in accounting and finance.
- Four (4) years supervisory experience.
- Experience in government finance, fund accounting, and public sector accounting standards.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Airport experience.
- Master's degree in accounting, finance, or related field.
- CPA (Certified Public Accountant).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Advanced Excel skills, including the use of complex formulas and financial modeling.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent leadership, communication, and interpersonal skills.
- Attention to detail and a commitment to accuracy.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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DIRECTOR OF GOVERNMENT AFFAIRS

GENERAL DESCRIPTION

Under the general direction of the Chief Legal Officer, the Director of Government Affairs coordinates the Authority's inter-governmental relations at federal, state, and local levels, advocating for legislation that may affect the Authority. This role includes developing the legislative agenda at the state and federal level while monitoring local government and engaging with elected officials and staff at all three levels of government. Additionally, the Director develops and implements legislative and funding initiatives and keeps staff informed about new laws relevant to the Authority.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and maintains relationships with federal, state, and local elected officials and agency representatives associated with the operation and development of commercial international and general aviation facilities and surrounding transportation and economic development.
- Prepares and presents updates to the Authority Board and staff as to the status of all legislative activities that are under review that could impact the Aviation Authority.
- Attends and engages in public meetings of elected bodies and federal, state, and local agencies that may impact operation and/or development of the Authority's airport system.
- Coordinates the Authority's federal, state, and local inter-governmental relations activities by assembling information, engaging in legislative and regulatory proposals, and preparing recommendations for review of the Chief Executive Officer.
- Coordinates and conducts meetings with public leaders and agencies to promote federal state, and local funding and legislative initiatives.
- Develops and maintains contact with industry trade associations that benefit the aviation and transportation community.

- Researches and proposes legislation that may impact the Authority and develop strategies for approval of legislation supported by the Authority.
- Drafts and disseminates legislative summaries and conduct briefings for relevant staff members.
- Represents the Chief Executive Officer and serves as liaison with federal, state, and local professional associations.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Political Science, Communications, or related field.
- Eight (8) years experience in the public sector or areas related to the legislative process.
- Leadership experience in government or community relations.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Political Science, Communications, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local legislative processes, including relevant laws and regulations that impact aviation operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Continuous sitting
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF HUMAN RESOURCES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Human Resources, Risk, and Administration, the Director of Human Resources shapes and executes strategic Human Resources (HR) initiatives aligned with the Authority's business objectives. This position is tasked with developing and implementing policies, plans, and programs that effectively attract, retain, motivate, and reward employees while adhering to company philosophy and external regulations. The Director oversees daily HR operations, ensuring compliance with staffing, training, compensation, benefits, and employee relations policies. This position actively engages in leadership and employee development initiatives, fostering a culture of continuous learning and growth through the Authority. The Director advocates for employee interests, recommending and directing the implementation of new policies and programs that support the Authority's goals. The role requires maintaining strong communication with union leadership and external stakeholders and providing guidance on personnel and labor relations issues. The Director promotes innovation by identifying and implementing workforce solutions that enhance inclusivity and productivity. By championing cultural change and innovative practices, the Director of Human Resources contributes to a dynamic, forward-thinking workplace that empowers employees and aligns with the Authority's strategic vision.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers and develops personnel policies and programs to effectively utilize HR in alignment with the Authority's business objectives.
- Responsible for employee relations, labor unions, and external agencies, negotiating within guidelines and resolving disputes and grievances.
- Ensures the implementation of effective training programs for employee development.
- Oversees compensation, leave, and benefits programs to ensure they meet objectives, remain competitive, and are sustainable while facilitating clear communication with employees.
- Assists in preparing the annual personnel budget for the Authority.
- Reviews and updates job descriptions to clarify expectations and establish criteria for hiring, evaluation, and promotion.
- Implements employee engagement and reward programs to enhance motivation and retention.
- Manages daily HR operations, oversees HR systems, and provides guidance to departmental personnel.
- Creates strategies for performance evaluation, talent acquisition, and retention.

- Monitors compliance with internal policies and legal standards to mitigate risks.
- Anticipates and addresses potential litigation risks proactively.
- Analyzes HR data and metrics to provide insightful reports to senior management.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree in Human Resources Management, Business Administration, or related field.
- Eight (8) years senior management Human Resources experience in a public sector environment, experience negotiating collective bargaining agreements, experience in self-insured programs for

employee benefits, knowledge of employee wellness programs, and experience integrating a performance-based compensation system.
- Four (4) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or another related field.
- SPHR or SHRM-SCP Certification.
- FPELRA Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Human Resource Information Systems (HRIS) Business Suites.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of HR principles and practices, policies, procedures, and best practices, particularly in employee relations and talent acquisition.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of budgetary principles and experience in managing HR budgets effectively.
- Skill in strong analytical, problem-solving, and organizational capabilities.
- Skill with detail, ensuring accuracy and thoroughness in HR processes and documentation.
- Skill in leading HR teams, overseeing talent acquisition, and providing strategic guidance.
- Ability to compile and analyze data for reporting and decision-making purposes.
- Ability to deal with difficult situations with tact and professionalism.
- Ability to balance the role as both an employee advocate and a partner to the business.
- Ability to think strategically and contribute to HR policy and program development aligned with organizational goals.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF INFORMATION SECURITY

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology Services, the Director of Information Security is responsible for overseeing and guiding the information security strategy and programs within an organization. This role plays a critical part in protecting the organization's information assets, ensuring compliance with regulations, and managing risks associated with information security.

The Director of Information Security is responsible for developing, implementing, and managing the organization's information security strategy to safeguard its data, systems, and networks from cyber threats. This role involves leadership, strategic planning, and collaboration with various departments to ensure the effective protection of sensitive information and compliance with relevant regulations and industry standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop and execute an enterprise security strategy aligned with business goals, incorporating the latest security trends and technologies. Some examples include, AI/ML defenses, OT Security, and cloud security.
- Lead, recruit, and develop a high-performing InfoSec team; conduct evaluations and foster growth through accountability, mentorship, and certifications (e.g., CISSP, CISM).
- Establish, update, and enforce security policies, standards, and architectures to mitigate risks and ensure compliance.
- Oversee cyber incident response, post-event analysis, and continuous threat monitoring with KPIs like MTTD/MTTR under 4 hours.
- Collaborate and foster relationships with all Authority departments, especially IT, legal, executives, and board on risks, reporting quarterly metrics (e.g., vulnerability patch rates >95%).
- Drive security awareness training and technology evaluations (e.g., SIEM, EDR, SASE).
- Stay ahead of trends (quantum, GenAI threats); lead improvements per NIST CSF 2.0 and ITIL/Agile.
- Ensure compliance with relevant laws, regulations, and industry standards (e.g., GDPR, HIPAA, PCI DSS, CJIS) affecting information security.

- Prepare regular reports and presentations on the organization's security posture, incidents, and compliance status for senior management and stakeholders.
- Serve as the LASO for the Authority police department, functioning as a key point of contact for compliance with state and federal law enforcement compliance standards specific to IT applications and security.
- Lead initiatives to improve security processes, technologies, and practices based on industry best practices and lessons learned.
- Regular attendance is essential; duties may expand.
- These essential functions enable the Director of Information Security to effectively safeguard the organization's information assets, manage risks, and ensure compliance with relevant regulations and standards while promoting a culture of security throughout the organization.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Must pass a security threat assessment (STA) and a fingerprint-based criminal history records check (CHRC) as well as SIDA training in order to obtain the required SIDA badge. Successful completion of an FDLE CJIS background check is an absolute requirement for this position. Candidates must have a clean criminal record and be able to obtain and maintain clearance for access to CJIS systems.
- Serve as LASO: Ensure CJIS compliance for police IT systems; pass law enforcement background checks at time of hire.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in management information systems, Computer Science, Information Technology, or related field.
- Eight (8) years of professional experience in enterprise technology operations and customer support, or related field.
- Four (4) years of leadership experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in management information systems, Computer Science, Information Technology, or related field.
- CISSP, CISM, CCSP or other industry standard Information Security Certifications

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KNOWLEDGE, SKILLS, AND ABILITIES

- Expertise in zero trust, AI security, cloud (Azure/AWS), ITIL/ITSM/Agile, and CJIS.
- Strong risk assessment, crisis management, and business continuity skills.
- Excellent oral/written communication for C-suite/board; customer-focused.
- Ability to handle sensitive data and build cross-functional relationships.
- Ability to establish and enforce technology best practices across IT operations, ensuring adherence to industry standards and guidelines.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Continuous typing
- Occasional use of car/light truck

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DIRECTOR OF MARKETING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing Communications and Strategy, the Director of Marketing is responsible for the strategic planning and implementation of marketing and customer experience initiatives for the Authority. This role involves overseeing the marketing team, managing internal campaigns, advertising strategies, and related budgets to maximize revenue and enhance brand visibility. The Director of Marketing collaborates closely with various departments to ensure cohesive marketing efforts that align with the Authority's goals while also fostering strong relationships with stakeholders and external partners to drive community engagement and support for the Authority's mission.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Designs, implements, and facilitates the annual marketing plan to align with the Authority's strategic goals and objectives.
- Develops and implements section business/marketing plans, supporting overall organizational growth and revenue generation.
- Collaborates with the in-house Design Studio and/or third-party agencies to create a strong brand identity and marketing guidelines.
- Translates business unit objectives into brand portfolio objectives and strategies to facilitate growth and enhance market presence.
- Plans and manages the Authority’s Marketing Operations budget, ensuring effective allocation of resources to meet marketing goals.
- Negotiates with media agents and agencies to secure agreements for advertising and promotional materials across various platforms.
- Ensures compliance with legal standards and policies for all promotional campaigns and partnerships, collaborating closely with the legal department.
- Manages relationships with external vendors and consultants to ensure successful execution of marketing campaigns and projects.
- Participates in community outreach and partnerships to gather customer data and enhance the Authority's presence and engagement within the community.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Marketing, Market Research, or related field.
- Six (6) years experience in marketing, public relations, or related field.
- Four (4) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Marketing, Market Research, or related field.
- Leadership experience in government or community marketing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of marketing principles and practices, particularly in the aviation industry.
- Knowledge of customer experience best practices to ensure that marketing initiatives align with and improve the overall passenger journey at the airports.
- Knowledge of digital marketing tools and platforms to enhance outreach efforts, including social media, email marketing, and website management.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF OPERATIONAL READINESS, ACTIVATION AND TRANSITION

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Operational Readiness, Activation and Transition (ORAT) is responsible for leading the effort in logistical planning, development, coordination, scheduling and implementation of operational readiness plans and activities. This position ensures that facilities, systems, processes, and people are fully prepared for safe, efficient, customer-ready operations on Day One.

The Director of ORAT will support major capital development programs, complex facility upgrades, and multi-million-dollar operational transformations across the airport, ensuring operational integration and readiness from concept through activation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads the development and execution of ORAT strategies, readiness plans, transition programs, trials, and activation activities, ensuring alignment with airport operational goals while providing leadership and oversight to ORAT staff and contracted resources supporting these initiatives
- Establishes and manages strategic communications with representatives of all key stakeholders, including but not limited to senior leaders, contractors, concessionaires, airlines, vendors, HCAA departments, and agencies (e.g., FAA, TSA, CBP) to maintain their engagement in the development of specific project ORAT plans.
- Develops operational interface plans, identifies operational impacts associated with construction and infrastructure projects, and coordinates the development of familiarization, induction, and training (FIT) plans.
- Ensures ORAT schedules, milestones, and dependencies are developed, maintained, and fully integrated with the overall construction master schedule.
- Coordinates ORAT activates with (PM/CM) teams and commissioning agents, ensuring operational requirements and impacts are addressed during projects planning, design, and implementation.
- Facilitates the creation of subject matter expert teams to support operational readiness, transition planning, contingency planning, and mitigation strategies for operational impacts.
- Develops, tracks, and reports on ORAT progress and readiness testing activities to ensure all operational elements are validated and complete prior to opening day.

- Reviews project schedules, testing, and close-out plans for the development of detailed turnover plans, including duties and responsibilities of all parties.
- Establishes channels and methods for effective communication of the plans and changes in the plans as they occur.
- Identifies and develops contingency plans to address potential issues, including triggers for their implementation.
- Ensures the highest degree of customer satisfaction on opening day for all new facilities by delivering on the transition plans.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply organizational cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; intentionally seeks ways to reinforce HCAA cultural beliefs through day-to-day operations; contributes to achieving organizational key initiatives.
- **Developing Organizational Talent:** Contemplates the evolving needs of the organization and encourages skill and individual development with consideration of this; fosters and promotes long-term learning to improve organizational and individual capability; focuses on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly, by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in science with a focus on science, technology, engineering, and mathematics (STEM) fields, business, public administration, or related field.
- Ten (10) years' minimum experience in fields identified above for an airport, or similar agency.
- Five (5) years of project management experience
- Three (3) years of supervisory experience.
- Demonstrated success delivering ORAT for major terminal programs, multi-million-dollar expansions, or complex operational transitions
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver's License.

PREFERRED QUALIFICATIONS

- Master's degree in science, technology, engineering, and mathematics (STEM) fields, business, public administration, or related field.
- Certifications in project management, change management or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of reporting tools and systems (e.g., risk registers, dashboards, SharePoint, Primavera, Power BI) used to track performance and support project reporting.
- Comprehensive knowledge of airport industry practices for systems and operations.
- Demonstrated experience in leading operational readiness activities for major terminal or infrastructure projects.
- Experience in operational readiness teams for new or expanded terminal facilities at large airports.
- Strong capability in project management, aviation operations, change management, training documentation, communications, and/or operational or technology testing.
- Proven leadership and management capability including the ability to advise, influence, and coach senior leadership.
- Possess a team player attitude with proven experience creating, managing, and coaching teams for high performance.
- Skill in change management, transitions, and transformations, ensuring smooth implementation of new processes and tools.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting

- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF PLANNING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Planning & Development, the Director of Planning oversees comprehensive planning activities for airport systems. This role spearheads the development and execution of Master Plans, long-range strategies, and Airport Layout Plans (ALP), while managing a team responsible for environmental compliance, airspace, land use planning, sustainability, and resilience initiatives. Additionally, this position ensures alignment with regulatory standards set by the Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT).
The position ensures that the planning for the Authority's facilities proceeds in accordance with the goals and objectives of the Board of Directors, Chief Executive Officer, the Executive Management Team, and the Development Committee.

The Director of Planning sets day-to-day operational directives, sets goals and objectives for team members while establishing and implementing strategies that have mid to long term impact on business results.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Assesses and aligns airport system development with the Authority's short- and long-term objectives.
- Develops and manages the annual capital improvement program, including project definition, budgets, and schedules.
- Supervises and directs Authority staff and consultants handling Master Plan updates, sustainability, resilience, and environmental activities.
- Manages teams related to National Environmental Policy Act (NEPA) compliance and environmental services.
- Liaises with internal and external airport stakeholders during project planning phases.
- Fosters effective working relationships with other Authority departments, governmental agencies, and permit entities.
- Coordinates with the Director of Design throughout project development phases.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Architecture, Engineering, Construction Management, or related field.
- Eight (8) years experience in airport or large building planning and development, or related field.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport management, airport facilities development, and airport operations .
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF PLANT AND FACILITIES

GENERAL DESCRIPTION

Under the general direction of the Vice President of Maintenance, the Director of Plant and Facilities manages maintenance operations for the Authority to ensure the safe, efficient, and reliable functioning of all airport facilities and systems. This role encompasses a wide range of maintenance responsibilities, including Electrical Distributions, HVAC and Mechanical Systems, Fire Alarm Protection and Building Maintenance, while fostering a culture of safety and innovation. Additionally, the Director develops departmental budgets, identifies necessary projects for upgrades, and promotes employee engagement and development to achieve operational excellence.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Leadership and Mentorship: Accountable for fostering a supportive environment for direct reports by providing individualized training tailored to job responsibilities, and actively engaging in mentorship programs that promote professional growth and career advancement.**
- **Performance Management: Conducts comprehensive evaluations of direct reports' work performance through transparent and constructive performance check-ins and appraisals. Implements necessary corrective actions or disciplinary measures when required, ensuring alignment with organizational goals and standards.**
- **Professional Standards Compliance: Ensures that all direct reports adhere to authority standards regarding personal appearance and conduct, cultivating a professional work environment that reflects the organization's values and commitment to excellence.**
- **Equipment and Resource Oversight: Oversees the maintenance, accountability, and optimal utilization of all equipment used by direct reports. Promotes adherence to established guidelines and operational efficiency while acting as a resource for all employees and construction subcontractors to minimize incidents and exposures.**
- **Budget Development and Management: Develops, manages, and strategically allocates the department's operations budget. Regularly assesses financial performance against budgetary goals and identifies areas for cost-saving initiatives without compromising service quality.**

- **Strategic Project Identification: Identifies, prioritizes, and advocates for necessary projects related to facility, equipment, and system replacements, ensuring alignment with the airport's long-term strategic goals and operational needs.**
- **Operational Excellence: Ensures the efficient operation and maintenance of all equipment and systems, implementing best practices and continuous improvement initiatives to enhance performance and service delivery.**
- **Leadership Support: Acts as the Vice President of Maintenance as needed, providing leadership continuity and strategic direction in their absence, while representing the maintenance department in executive-level discussions.**
- **Safety and Compliance Advocacy: Upholds and promotes all safety protocols and regulations within the maintenance department. Ensures that all team members are trained in the proper use of personal protective equipment (PPE) and are proactive in reporting potential hazards to maintain a safe working environment.**
- **Cultural Intelligence Development: Champions a culture of diversity, inclusion, and respect within the maintenance team. Fosters an environment that values different perspectives, encouraging collaboration and innovation among a diverse workforce.**
- **Team and Talent Development: Identifies and nurtures high-potential talent within the department through targeted development programs, succession planning, and career pathway initiatives, ensuring a robust pipeline of skilled professionals ready to meet future organizational needs.**
- **Regular and Reliable Attendance: Maintains regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and organization.**

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Eight (8) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Facility Maintenance Professional (FMP) certification.
- Certified Facility Manager (CFM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 60 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, excessive noise and insects.
- Navigate occasionally heights and confined areas.

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DIRECTOR OF PROCUREMENT, CAPITAL PROGRAMS AND ITS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Procurement, the Director of Procurement, Capital Programs and ITS is responsible for the procurement of all capital procurements, including contract and agreement negotiations for professional and non-professional services, and information technology. This position oversees the development of solicitation documents, specifications, and contract documents for construction and professional service agreements. The Director represents the Authority in contract negotiations, facilitating the evaluation of technical proposals. This position represents the Procurement department at Development Committee meetings.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing.
- Ensures compliance with all federal, state, and local procurement requirements during the selection of design-builders, design professionals, contractors, concessionaires, and consultants.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of vendors.
- Analyzes construction cost projections against industry best practices and current trends to inform decision-making.
- Prepares and presents procurement-related reports and updates to stakeholders and the Development Committee.
- Analyzes proposals and bids for responsiveness, ensuring all submissions meet established criteria and requirements.
- Monitors and evaluates vendor performance to ensure compliance with contract terms and service quality.
- Conducts market research to identify potential suppliers and assess the competitive landscape.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, Construction, or related field.
- Eight (8) years experience in purchasing, contracts management and competitive procurement processes, of which at least five (5) years in public (government) purchasing.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council (other certifications will not satisfy this minimum requirement) within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP) within 18 months.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business Administration, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Certified Professional in Supply Management (CPSM).
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Continuous typing
- Occasional use of car/light truck
- Continuous computer monitor

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF PROCUREMENT, NON-CAPITAL PROGRAMS AND MATERIALS MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Procurement, Director of Procurement, Non-Capital Programs and Materials Management is responsible for the procurement of all non-capital procurements and materials management, including contract and agreement negotiations for professional and non-professional services, and materials management including warehousing, inventory and surplus property disposition. This position oversees the development of solicitation documents, specifications, and contract documents for non-capital and professional service agreements. The Director represents the Authority in contract negotiations, facilitating the evaluation of technical proposals. This position also acts as the primary lead for Procurement and Finance operations during EOC activation and maintaining the department's continuity of operations plan.
***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing.
- Oversees procurement technology utilization, upgrade, testing, and issue resolution.
- Oversees property asset transfer and recommends surplus property disposition.
- Oversees inventory management and inventory control.
- Manages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Ensures compliance with all federal, state, and local procurement requirements during the selection of suppliers, concessionaires, and consultants.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliers.
- Prepares and presents procurement-related reports and updates to stakeholders.
- Analyzes proposals and bids for responsiveness, ensuring submissions meet established criteria and requirements.
- Monitors and evaluates supplier performance to ensure compliance with contract terms and service quality.

- Conducts market research to identify potential suppliers and assess the competitive landscape.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, in Business, Construction, or related field.

- Eight (8) years experience in purchasing, contracts management and competitive procurement processes, of which at least five (5) years in public (government) purchasing.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP) within 18 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, in Business Administration, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Certified Professional in Supply Management (CPSM).
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging

- Continuous typing
- Occasional use of car/light truck
- Continuous use of computer monitor

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DIRECTOR OF SOFTWARE ENGINEERING AND PMO

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Director of Software Engineering and PMO is responsible for providing leadership, vision, and direction to the Software Engineering and PMO team, enabling cross-functional productivity among all Authority employees. This role oversees the Program Management Office (PMO) and applications group in optimizing cost, risk, and value throughout the application lifecycle, while also aligning with the Authority's strategic initiatives. The Director develops and executes technology roadmaps that facilitate a transition to the Cloud, drive agile transformation, and enhance user technology adoption.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Defines and manages the application portfolio; prepares roadmaps and long-term strategies for key products.
- Oversees assessments of the technical and business fitness of the Authority’s applications portfolio, including costs and risks.
- Recognizes and advances opportunities for leveraging the Authority's technology investments.
- Contributes to the overall technology strategy, architecture, and process improvements.
- Champions the adoption and maturation of Agile practices within enterprise application teams.
- Manages the enterprise applications budget and provide input for related budget administration.
- Oversees vendor/software selection, evaluation, and implementation, coordinating with Procurement and Legal.
- Maintains an inventory of the software portfolio to track usage and maximize vendor engagement benefits.
- Direct the planning, development, and implementation of core business applications and database management systems.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Directs all PMO activities to ensure best practices are used to identify, measure, and achieve expected benefits.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
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- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, Business Administration, or a related field.
- Six (6) plus years of experience in planning, delivery, and management of enterprise applications.
- Four (4) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Project Management Institute Certification (PMP, PgMP, PfMP, ACP, DAC, etc.)
- Relevant technical certifications (Cloud Practitioner, CISSP, etc.)
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile or lean methodologies (Lean, Scrum, Kanban, SAFe, etc.).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Requires little or no physical effort or exertion.

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DIRECTOR OF STRATEGIC SERVICES

GENERAL DESCRIPTION

Reporting to the VP of Marketing, Communications, and Strategy, the Director of Strategic Services oversees the planning, evaluation, and delivery of initiatives that identify and advance the Aviation Authority's strategic goals and objectives through expert facilitation, multidisciplinary design (digital, environmental, experiential), and technology-driven processes. With a blend of creative vision and technical expertise, this role drives organizational value creation by analyzing trends, identifying opportunities and solutions, and providing data-informed recommendations to leadership. The Director also manages a team focused on delivering strategic consulting services to internal and external clients, ensuring alignment with overall business goals.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Strategic planning:**
  - Leads the Aviation Authority's entire strategic planning process from development to delivery, as well as progress tracking, through the facilitation of sessions, coordination of department submissions, conducting market research and analysis, and managing resource allocation, including consultant involvement, to support the organization's goals and objectives.
  - Oversees other long-range planning and Executive Management team-directed initiatives; Ensures plans account for potential risks and mitigation strategies.
  - Through self or others, provides services such as internal consulting, problem solving, design solutions, and data-backed insights during the strategic planning process.
  - Prepares and delivers materials for the CEO, EVPs, and Board.
- **Design and experiential oversight:**
  - Serves as senior creative director for all print, digital, and other creative initiatives and provides oversight and leadership to the Strategic Services team and related stakeholders.
  - Establishes standards and provides quality assurance and control for all brand-related initiatives.
- **Cross-functional collaboration and relationship management:**
  - Builds and maintains strong relationships with partners and clients, understands their needs, and proactively identifies opportunities to provide valuable strategic services such as idea/innovation sprints and process improvement discussions.
  - Builds alignment across departments by facilitating communication, planning sessions and workshops, and after-action review discussions.
- **Data analysis and reporting:**
  - Uses data, customer feedback, and other research to inform strategic decisions; Creates insightful reports and presentations to communicate key findings to leadership and other relevant stakeholders.

- **Innovation and thought leadership:**
  - Champions innovation and continuous improvement by identifying emerging trends, testing new ideas, evaluating process efficiencies, and developing new approaches and solutions.
- **Resource management:**
  - Develops and oversees department budget, facilitates agreements and partnerships, and manages relationships across community, industry, and Open Talent networks.
- **Team leadership:**
  - Manages a team of internal and external analysts, creatives, consultants, project managers, and focus groups, providing guidance and coaching to ensure successful project execution; Fosters an environment of collaboration and innovation.
  - Accountable for the professional development of their direct reports, providing individual training for their job responsibilities and mentorship; Evaluates the work performance of direct reports; Engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

KEY ATTRIBUTES:

- Results Orientation - Embodies commitment to the Aviation Authority's Mission, Vision, and Strategic Objectives.
- Collaboration and Influence - Trusted to actively listen and process complex information quickly and effectively. Persuades leaders both inside and outside of the organization. Demonstrates strong interpersonal skills and the highest level of credibility, judgment, honesty, and integrity.
- Adaptability and Resilience - Ability to manage and lead change with flexibility and a positive attitude.
- Effective Under Pressure - Able to anticipate, prioritize, and manage responsibilities in high-pressure environments. Demonstrates genuine respect for others.

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COMPETENCIES

- **Organizational Focus: Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.**

- **Cultural IQ: Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.**

- **Developing Organizational Talent: Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.**

- **Sound Judgement: The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies and Standards and Procedures.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree from an accredited college or university
- At least ten (10) years of project management, creative leadership, strategic planning, and/or brand and user research experience
- Seven (7) years of supervisory experience or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver's License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree from an accredited college or university
- Prior aviation/airport experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven experience in planning, direction, and execution of design, experiential, or technology-focused initiatives; Expert-level knowledge of programs including Adobe Creative Suites, Autodesk Revit/3ds Max, Planner, and ClickUp, and strong knowledge of ADA/508 regulations, UI/UX best practices, usability heuristics, and data analytics/reporting
- Strong analytical skills and ability to interpret complex data
- Excellent communication and presentation skills to effectively receive and convey complex ideas
- Expertise in relevant trends and market dynamics
- Strong project management skills to ensure timely delivery of initiatives
- Ability to manage and motivate a team
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Aviation Authority
- Ability to handle restricted, sensitive, and confidential information
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs.
- Occasional bending, stooping, pushing, pulling & dragging

- Continuous typing
- Occasional use of car/light truck

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

DIRECTOR OF SYSTEMS AND GROUND MAINTENANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Maintenance, the Director of Systems and Ground Maintenance manages maintenance operations for the Authority to ensure the safe, efficient, and reliable functioning of all airport facilities and systems. This role encompasses a wide range of maintenance responsibilities, including aircraft boarding bridges, baggage handling, and fleet management, while fostering a culture of safety and innovation. Additionally, the Director develops departmental budgets, identifies necessary projects for upgrades, and promotes employee engagement and development to achieve operational excellence.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- **Leadership and Mentorship: Accountable for fostering a supportive environment for direct reports by providing individualized training tailored to job responsibilities, and actively engaging in mentorship programs that promote professional growth and career advancement.**
- **Performance Management: Conducts comprehensive evaluations of direct reports' work performance through transparent and constructive performance check-ins and appraisals. Implements necessary corrective actions or disciplinary measures when required, ensuring alignment with organizational goals and standards.**
- **Professional Standards Compliance: Ensures that all direct reports adhere to authority standards regarding personal appearance and conduct, cultivating a professional work environment that reflects the organization's values and commitment to excellence.**
- **Equipment and Resource Oversight: Oversees the maintenance, accountability, and optimal utilization of all equipment used by direct reports. Promotes adherence to established guidelines and operational efficiency while acting as a resource for all employees and construction subcontractors to minimize incidents and exposures.**
- **Budget Development and Management: Develops, manages, and strategically allocates the department's operations budget. Regularly assesses financial performance against budgetary goals and identifies areas for cost-saving initiatives without compromising service quality.**

- **Strategic Project Identification: Identifies, prioritizes, and advocates for necessary projects related to facility, equipment, and system replacements, ensuring alignment with the airport's long-term strategic goals and operational needs.**
- **Operational Excellence: Ensures the efficient operation and maintenance of all equipment and systems, implementing best practices and continuous improvement initiatives to enhance performance and service delivery.**
- **Leadership Role Support: Acts as the Vice President of Maintenance as needed, providing leadership continuity and strategic direction in their absence, while representing the maintenance department in executive-level discussions.**
- **Safety and Compliance Advocacy: Upholds and promotes all safety protocols and regulations within the maintenance department. Ensures that all team members are trained in the proper use of personal protective equipment (PPE) and are proactive in reporting potential hazards to maintain a safe working environment.**
- **Cultural Intelligence Development: Champions a culture of diversity, inclusion, and respect within the maintenance team. Fosters an environment that values different perspectives, encouraging collaboration and innovation among a diverse workforce.**
- **Team and Talent Development: Identifies and nurtures high-potential talent within the department through targeted development programs, succession planning, and career pathway initiatives, ensuring a robust pipeline of skilled professionals ready to meet future organizational needs.**
- **Regular and Reliable Attendance: Maintains regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and organization.**

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Eight (8) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Four (4) years supervisory experience.
- Facility Maintenance Professional (FMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Certified Facility Manager (CFM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 60 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, excessive noise and insects.
- Navigate occasionally heights and confined areas.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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DIRECTOR OF TERMINAL OPERATIONS AND GUEST EXPERIENCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Director of Terminal Operations and Guest Experience oversees all operational flows at Tampa International Airport, ensuring both the terminal and airside operations run smoothly. This position monitors construction activities, vendor operations, ground transportation, and airline services while maintaining real-time communication with leadership and relevant stakeholders. Additionally, the Director acts as the airport's primary point of contact during off-hours, ensuring that TSA and CBP operations are efficient and that any issues affecting guest experience are promptly addressed.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees all operational flows within the terminal and airside operations, ensuring safety and efficiency at Tampa International Airport.
- Conducts daily construction coordination meetings with contractors to facilitate effective communication and activity management.
- Ensures airport amenities and services meet customer experience standards, including operating hours and contractual obligations.
- Observes and reports on terminal activities daily, addressing and resolving situations that may negatively impact guest experience or the airport's reputation.
- Walks the terminal multiple times daily to verify optimal operational performance in the terminal and airside areas.
- Oversees TSA and CBP operations, ensuring stakeholder coordination and promptly addressing operational issues.
- Supports customer service initiatives, including volunteer programs, employee recognition, lost and found, and specialized programs for travelers with hidden disabilities.
- Identifies and manages irregular operations, providing assistance during delays, cancellations, and other incidents affecting terminal services.
- Monitors terminal roadways and curb zones to mitigate traffic control issues and enhance overall flow for passengers and vehicles.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Eight (8) years experience in managing operations at a large or medium hub airport.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Member of American Association of Airport Executives.
- Obtain and maintain NIMS & emergency management training.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Marketing or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Demonstrated effectiveness in people management and employee development, promoting growth and performance.
- Capacity to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping
- Occasional pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional exposure to extreme weather and insects
- Navigate occasionally heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

ELECTRICAL MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Electrical Manager oversees the performance and maintenance of all electrical systems within the facility, including power distribution, lighting (interior, exterior, and roadway), and airfield electrical systems. The manager supervises employees and monitors contractors engaged in the maintenance and repair of electrical systems. Additionally, the Electrical Manager establishes preventive maintenance programs, manages an equipment safety inspection program, and provides technical advice and training to staff while maintaining safety and operational standards.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Establishes and implements preventive maintenance procedures and schedules for all electrical systems.
- Conducts periodic inspections to ensure proper maintenance of equipment and adherence to safety standards.
- Manages the section's quality assurance program and conduct inspections to ensure compliance with specifications and contract integrity.
- Reviews contract bids and submissions, and inspect work performed by contractors to ensure compliance with specifications.
- Develops and manages annual budgets to support maintenance activities and equipment needs.
- Plans job layouts, estimate materials, determine equipment and tools, and create drawings or sketches for maintenance personnel.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, building maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Management Professional Certificate (FMP) from the International Facility Management Association (IFMA) program to be completed within 9 months of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and electrical systems.

- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Occasional walking.
- Sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Occasional reaching overhead.
- Occasional climbing.
- Continuous typing.
- Occasional exposure to extreme weather, chemicals & excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRICAL SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Electrical Manager, the Electrical Supervisor oversees maintenance and repair personnel engaged in maintenance, repair, and construction of electrical systems within the facility, including power distribution, lighting (interior, exterior, and roadway), and airfield electrical systems. The Electrical Supervisor schedules preventive maintenance to improve operational efficiency and asset longevity while also requisitioning materials, assisting in contract specification development, and maintaining detailed records of work and resources.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Develops, analyzes, and updates maintenance policies and procedures to ensure a safe, efficient, and effective work environment.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance personnel to effectively perform work assignments.
- Requisitions equipment, tools, and materials in a timely manner to meet maintenance and construction schedules.
- Assists in developing contract specifications for maintenance and construction projects.
- Oversees the performance of contractors in assigned areas to ensure compliance with specifications and requirements.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Facilities Management, Construction, Business Administration or related field.
- Four (4) years experience in construction, building maintenance, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and electrical systems.
- Knowledge of applicable codes, rules, regulations, and requirements related to building maintenance and safety standards.

- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to analyze and diagnose structural deficiencies or equipment malfunctions accurately.
- Ability to prepare technical specifications for equipment acquisition and repair projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Occasional walking.
- Sitting up to 6 hours per day.
- Lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Occasional reaching overhead.
- Occasional climbing.
- Continuous typing.
- Occasional exposure to extreme weather, chemicals & excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRICIAN I

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician I assists with installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. The position involves checking electrical components for safety compliance, diagnosing issues with testing equipment, repairing or replacing faulty parts, assisting with the installation and upgrades of electrical systems, integrating new equipment, and ensuring adherence to electrical safety regulations and standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts regular inspections, tests, and maintenance procedures to identify potential electrical system failures or malfunctions.
- Checks electrical components, circuits, and control systems to ensure compliance with safety and performance standards.
- Diagnoses electrical problems using various testing equipment and techniques to determine appropriate repair or replacement actions.
- Repairs or replaces faulty components, wiring, or connections to restore functionality to electrical systems.
- Assists in the installation, upgrade, and modification of electrical systems and equipment as required.
- Installs new electrical circuits and upgrade existing systems to meet current codes and regulations.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.

- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights, confined areas & excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment.
- Continuous use of power tools.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRICIAN II

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician II performs installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. This position involves working with airfield lighting systems, ensuring FAA compliance, managing power distribution and backup generation, and underground utility locates. The Electrician II is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Prioritizes work tasks to ensure that critical electrical issues are addressed promptly and effectively.
- Provides on-the-job training and guidance to junior technicians while guiding them on larger projects.
- Oversees contractors and conduct project inspections to ensure compliance with specifications and standards.
- Responds to calls regarding customer and tenant issues, resolving problems and handling complaints with technical expertise.
- Diagnoses and reacts appropriately to airfield and building lighting, signage, and power distribution issues throughout the campus.
- Oversees the activities of skilled and unskilled trades and maintenance personnel in the construction, repair, and maintenance of industrial power distribution systems.
- Plans job layouts, estimate materials, determine required equipment and tools, and create drawings or sketches for maintenance personnel.
- Conducts underground utility locates to prevent damage to existing infrastructure during maintenance activities.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in commercial and/or industrial electrical or related field.
- Enrollment in the MAT-2 airfield training program.
- Register for the ACE Lighting certification is required with exam to be taken within six months of enrollment.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.

- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment
- Continuous use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRICIAN III

GENERAL DESCRIPTION

Under the general direction of the Electrical Supervisor, the Electrician III oversees both skilled and unskilled trades and maintenance personnel engaged in performs installation, troubleshooting, and repair of electrical equipment and medium to high-voltage power distribution systems. This position involves working with airfield lighting systems, ensuring FAA compliance, managing power distribution and backup generation, and underground utility locates. The Electrician III is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Lead the activities of maintenance personnel involved in the construction, repair, and maintenance of buildings, grounds, roadways, and related systems and equipment.
- Provides on-the-job training and guidance to junior technicians while supervising them on larger projects.
- Oversees contractors and conduct project inspections to ensure compliance with specifications and standards. Oversees the activities of skilled and unskilled trades and maintenance personnel in the construction, repair, and maintenance of industrial power distribution systems.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, and safety standards.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance tasks.
- Creates drawings or sketches as needed to assist maintenance personnel in performing work assignments properly.
- Determines, schedules, and oversees preventive maintenance activities to enhance operational effectiveness and extend asset lifecycles.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in commercial and/or industrial electrical or related field.
- MAT-2 airfield training program completion.
- ACE Lighting certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of electricity and how they apply to electrical systems and equipment.
- Knowledge of the functions and operations of commercial and industrial electrical equipment.
- Knowledge of safety requirements related to electrical work and maintenance activities.
- Knowledge of the National Electrical Code and how it governs electrical installations and safety.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent climbing.
- Typing up to 6 hours per day.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate very frequently heights, confined areas.
- Very frequent exposure to excessive noise.
- Frequent use of car/light truck.
- Very frequent use of heavy equipment.
- Continuous use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRONICS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Facilities, the Electronics Manager oversees the operation and management of critical safety and security systems within the organization. This role involves coordinating daily operations and emergency responses while collaborating closely with various departments, internal business partners, third-party service vendors, law enforcement agencies, and governmental organizations. The Electronics Manager develops budgets, implements personnel training and development programs, and manages project coordination to ensure the continuous enhancement of technical support and technology for all assigned systems.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees and manages the activities of contractors engaged in the operation of critical safety and security systems, including fire alarm systems, PA systems, access control systems, CCTV, and more.
- Develops and implements preventive maintenance programs to enhance operational effectiveness and extend the lifecycle of electronic assets.
- Establishes and manages corrective and reactive maintenance programs to address system failures and ensure reliability.
- Reviews contract bids and inspects work performed by contractors to ensure compliance with specifications and contract integrity.
- Monitors and manages requisitions for replacement parts and materials to ensure timely completion of maintenance assignments.
- Prepares technical specifications for the acquisition of equipment and systems to support operational needs.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Electronics, Information Technology, or related field.
- Five (5) years of progressive experience in the installation, maintenance, and repair of electronic systems, or a similar field.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Maintenance Professional Certificate (FMP).
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CAT Commercial Audio Technician.
- Industrial Electronics.
- CompTIA ITF+.
- CompTIA NET+.

- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, sitting & walking up to 6 hours per day.
- Frequent lifting up to 50 lbs or more.
- Bending & stooping up to 6 hours per day.
- Frequent pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & climbing.
- Continuous typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, insects and chemicals.
- Navigate occasionally heights and confined areas.
- Very frequent use of car/light truck.
- Frequent use of heavy equipment & power tools.

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ELECTRONICS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Electronics Manager, the Electronics Supervisor leads a team focused on the maintenance, troubleshooting, repair, installation, and design of systems critical to airport operations. This role combines technical expertise with administrative skills to manage assignments, provide training, and respond to system failures, while also developing maintenance policies to ensure safety and compliance with regulatory standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Responds to emergency and non-emergency system failures, including life safety and security system outages, ensuring timely resolution of issues.
- Develops, analyzes, and updates maintenance policies and procedures to promote a safe and efficient work environment.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimates materials, determines necessary equipment and tools, and creates drawings or sketches for maintenance personnel.
- Assists in developing project specifications and oversees project performance to ensure compliance with construction and maintenance requirements.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Electronics, Information Technology, or related field.
- Four (4) years experience in the installation, maintenance, and repair of electronic systems, fire alarm, fire suppression systems, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CAT Commercial Audio Technician.
- Industrial Electronics.
- CompTIA ITF+.

- CompTIA NET+.
- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems, fire alarm, fire suppression systems, and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems, fire alarm, fire suppression systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm, fire suppression systems, PA systems, access control systems, radio systems, PLWS, dispatch console systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, sitting & walking up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Bending & stooping up to 6 hours per day.
- Frequent pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & climbing.
- Continuous typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, and insects.
- Navigate occasionally heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRONICS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Electronics Supervisor, the Electronics Technician I assists with the installation, maintenance, and repair of various electronic equipment and systems, ensuring their efficient operation in both consumer and industrial applications. This role involves troubleshooting and solving problems effectively, with a focus on systems such as voice and data communications, fire alarms, access control, CCTV, and public address systems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs a variety of electronic equipment and associated subassemblies, including fire alarms, access control systems, and communication devices.
- Conducts operator-level troubleshooting, installation, and configuration of life safety and security systems, including surveillance equipment and intercom systems.
- Performs regular preventative maintenance tasks and conduct building assessments, including physical inspections and digital reporting.
- Designs, constructs, assembles, and rearranges circuits and devices for operational and testing purposes.
- Assists in inspecting and coordinating work performed by authorized vendors or contractors to ensure adherence to project specifications and guidelines.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per day.
- Frequent sitting.

- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate continuously heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

ELECTRONICS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Electronics Supervisor, the Electronics Technician II performs the installation, maintenance, and repair of various electronic equipment and systems, ensuring their efficient operation across a range of applications, from consumer electronics to complex industrial systems. This role involves troubleshooting and solving problems effectively, with a focus on systems such as voice and data communications, fire alarms, access control, CCTV, and public address systems. Additionally, the position includes coordinating with vendors, maintaining accurate records of equipment and service activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs a variety of electronic equipment and systems at the component level.
- Conducts training and provides operator-level troubleshooting, installation, and configuration of life safety and security systems.
- Performs regular preventative maintenance functions and conduct building assessments, including physical inspections and digital reporting.
- Monitors the operation of electronic systems to ensure compliance with regulatory agencies' standards and specifications.
- Designs, constructs, assembles, and rearranges circuits and devices as necessary for operational and testing purposes.
- Inspects and coordinates work performed by authorized vendors or contractors to ensure adherence to project specifications and guidelines.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the installation, maintenance, and repair of electronic systems, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Electronics Technician -ISCET, CEA, NARDA, NCEE.
- CAT Commercial Audio Technician.
- Industrial Electronics.
- COMPTIA ITF+.
- CompTIA NET+.
- RFID Radio Frequency Identification Technical Specialist.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electronic systems and related infrastructure.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in electronic systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Knowledge of electronics technology, including fire alarm systems, PA systems, access control systems, and CCTV.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling up to 6 hours per day.
- Frequent typing.
- Very frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals & insects.
- Navigate continuously heights and confined areas.
- Very frequent use of car/ light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

Emergency Operations Intern

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Emergency Operations Intern will assist the Airport Emergency Manager in various preparedness and response activities. This internship will provide valuable hands-on experience in emergency management within an airport setting, including full-scale exercises, tabletops, drills, plan updates and development tasks, and support of Airport Emergency Operations Center (EOC) activations. The ideal candidate will gain introduction and exposure to a variety of emergency management organizations and an in depth understanding of the preparedness and response phases within the emergency management cycle.

SUPERVISES OTHERS: No
FLSA STATUS: Non-Exempt

ESSENTIAL FUNCTIONS

- Assist in the development and updating of emergency response plans and procedures.
- Support the Emergency Manager in preparing for full-scale exercises, drills, and tabletops, and other emergency preparedness activities.
- Assist in the analysis and documentation of the airport's emergency management capabilities and gaps.
- Research and compile best practices in emergency management to support planning and training efforts.
- Aid in creating reports, presentations, and other documents related to emergency preparedness and response.
- Provide general administrative support to the Emergency Management Department.
- Collaborate with airport stakeholders, including local emergency response agencies, to ensure integrated preparedness efforts.
- Attend and assist in meetings, training sessions, and workshops as needed.
- Participate in other HCAA activities or assignments as determined necessary by the Airport Operations Emergency Manager.

This list is not intended to be all-inclusive, and additional functions and responsibilities may be assigned as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL TPA JOBS

- In the event of an emergency or disaster impacting Tampa International Airport (TPA), employees may be required to respond promptly to duties as assigned by the department or the TPA Emergency Operations Center (EOC). Such assignments may occur before, during, or after the emergency/disaster.
- Complies with all TPA policies, procedures, and standards.
- Performs other duties as assigned.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled or recently completed a Bachelor's or Master's program in Emergency Management, Public Safety, Homeland Security, or a related field. Related certificate programs will also be considered.
- Interest in a career in emergency management.

PREFERRED QUALIFICATIONS

- Familiarity with incident management systems or emergency management software.
- Familiarity with plan development, exercise planning, and/or project management.
- Knowledge of federal, state, and local emergency management regulations and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interest in emergency management and preparedness, particularly in the aviation sector.
- Understanding of emergency management basic principles.
- Ability to think critically and problem solve.
- Motivation to take on new challenges and develop new skills.
- Excellent written and oral communication skills, with the ability to provide clear and concise reports.
- Ability to work collaboratively with cross-functional teams.
- Ability to adapt to a dynamic, fast-paced work environment.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.

- Ability to establish and maintain effective working relationships with colleagues, airport personnel, and external stakeholders.
- Ability to provide outstanding customer service while maintaining professionalism and courtesy.

SHIFT WORK/EMERGENCY DUTIES

- Tampa International Airport is a 24/7/365 team operation. Employees may be required to work extended hours, alternative shifts (including nights, weekends, and holidays), or in response to staffing challenges, weather conditions, or emergency situations.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardlessof age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in theapplication and testing process. The decision to grant reasonable accommodation requests will be made case-by-case.

EMERGING TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Manager of Emerging Technology, the Emerging Technician I is an entry-level position that performs technical IT work on various field services processing applications and innovation projects, managing the complexities of the Common Use and Passenger Processing environment. The Emerging Technician I provides support for desktop, peripheral, and mobile devices, as well as common-use hardware and software, including E-Gates and self-service kiosks.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides operational and technical support to clients regarding various equipment and passenger processing systems.
- Assists with ongoing maintenance and deployment of new hardware and software throughout the device life cycle.
- Provides on-site service support, installation, and configuration for all relevant devices, including E-Gates and kiosks.
- Acts as an escalation point for the Tier 2 group concerning application or hardware-related inquiries, including Microsoft Office, Windows OS, and Citrix-based solutions.
- Performs imaging of desktop and laptop computers.
- Prepares workstations by setting up and configuring laptops and desktops for end-users.
- Interfaces with hardware vendors to facilitate necessary repairs and installations for equipment.
- Answers Service Desk phone calls to assist clients during non-supported hours, providing essential technical support.
- Supports and maintain user account information, including rights, security settings, and systems group assignments as needed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree or equivalent.
- One (1 to 3) To Three years of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A minimum of one year of Common Use support experience preferred.
- CompTIA A+ Certification
- CompTIA Network+ Certification
- MCDST - Microsoft Certified Desktop Support Technician

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of desktop support principles and practices, including troubleshooting techniques for hardware and software issues.
- Knowledge of passenger processing applications and systems, particularly E-Gates and self-service kiosks.
- Knowledge of Microsoft Office applications, Windows operating systems, and Citrix-based solutions.
- Knowledge of System Center Configuration Manager (SCCM) being an advantage.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EMERGING TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Manager of Emerging Technology, the Emerging Technician II is an intermediate-level position that performs technical IT work on various passenger processing applications and innovation projects, managing the complexities of the Common Use and Passenger Processing environment. The Emerging Technician II provides support for desktop, peripheral, and mobile devices, as well as common-use hardware and software, including E-Gates and self-service kiosks.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides operational and technical support to clients regarding various equipment and passenger processing systems to ensure smooth operations.
- Manages the ongoing maintenance and deployment of new hardware and software throughout the device lifecycle to ensure up-to-date technology.
- Provides on-site service support, installation, and configuration for all relevant devices, including E-Gates and self-service kiosks, ensuring proper functionality.
- Acts as an escalation point for the Tier 2 support group regarding application or hardware-related inquiries, including Microsoft Office, Windows OS, and Citrix-based solutions.
- Performs imaging of desktop and laptop computers.
- Prepares workstations by setting up and configuring laptops and desktops for end-users, ensuring they are ready for immediate use.
- Interfaces with hardware vendors to facilitate necessary repairs and installations for equipment, ensuring minimal disruption to operations.
- Answers Service Desk phone calls to assist clients during non-supported hours, providing essential technical support as needed.
- Supports and maintains user account information, including rights, security settings, and systems group assignments, to ensure appropriate access control.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree or equivalent.
- Three (3) years of information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A minimum of one year of Common Use support experience preferred.
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of desktop support principles and practices, including troubleshooting techniques for hardware and software issues.
- Knowledge of passenger processing applications and systems, particularly E-Gates and self-service kiosks.
- Knowledge of Microsoft Office applications, Windows operating systems, and Citrix-based solutions.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ENDPOINT ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client and Field Services, the Endpoint Engineer will provide tier 2/tier 3 advanced technical support for hardware, software, and peripheral devices and IT Project work in the Information Technology Services department of the Hillsborough County Aviation Authority. This includes resolving advanced work problems and tasks in Service Desk, Desktop, printers, mobile devices, applications, asset management and network support under little to no supervision from more senior ITS Staff. This position is typically on-site and requires a highly customer service driven approach.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide prompt, high-quality technical support to end users, peers, and executives through multiple channels (in person, phone, email, chat), resolving hardware, software, network, system, and peripheral issues during business hours and on-call support as required.
- Install, configure, image, secure, and maintain desktops, laptops, mobile devices, printers, and peripherals, ensuring systems are current, functional, and compliant with security policies.
- Troubleshoot and resolve complex and escalated technical issues, proactively identifying root causes, implementing preventive solutions, and escalating to appropriate IT teams or vendors when necessary.
- Own and prioritize work assignments with a sense of urgency, balancing operational support and project tasks while focusing on high-priority and time-sensitive work.
- Document incidents, resolutions, standards, and procedures in ticketing and knowledge management systems to ensure accurate records and support continuous improvement.
- Serve as a subject matter expert and technical leader, providing guidance, mentoring, coaching, training, and performance feedback to team members and frontline staff.
- Develop and deliver user training, cross-training, and presentations to promote IT best practices, knowledge sharing, and end-user productivity.

- Conduct research and make recommendations for hardware, software, and vendors; manage vendor relationships; and develop standards for purchasing, lifecycle management, replacement, and recycling of end-user devices.
- Collaborate with IT teams and organizational stakeholders to integrate desktop support with broader IT processes, support organizational change, and contribute to policy development, strategic planning, and technology roadmaps.
- Develop and implement strategies to improve the efficiency, effectiveness, and quality of desktop support services while consistently delivering excellent customer service and clear, professional communication.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) or more years of applicable information technology experience in advanced user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- One (1) or more of the following may be required: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, ITIL Intermediate, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, HDI Knowledge-Centered Support (KCS) Principles, Cisco Certified Entry Networking Technician (CCENT), Certified Information Systems Security Professional (CISSP), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional, Microsoft 365 Certified: Endpoint Administrator Associate

, Microsoft Certified: Identity and Access Administrator Associate (SC-300), Microsoft Certified: Azure Administrator Associate (AZ-104), Microsoft 365 Certified: Endpoint Administrator Associate (MD-102).
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of hardware, software, Microsoft operating systems, Office applications, mobile and peripheral devices, networking, audio-visual technologies, security concepts, and vulnerability remediation.
- Knowledge of IT service management frameworks (ITIL, Agile), standard office practices, policies, procedures, and business software applications.
- Skill in advanced technical troubleshooting, analysis, and problem resolution across one or more IT disciplines (desktop, mobile, server, network, security, or A/V).
- Skill in critical thinking, data analysis, attention to detail, and effective decision-making under pressure.
- Skill in written and verbal communication, including translating technical information into clear, user-appropriate language.
- Skill in customer service, demonstrating diplomacy, empathy, tact, and the ability to manage difficult situations and deliver timely solutions.
- Ability to organize, prioritize, and manage multiple tasks and changing priorities effectively.
- Ability to apply reference materials, documentation, and knowledge management systems to resolve issues and improve service quality.
- Ability to mentor team members, collaborate effectively, and maintain productive working relationships across the organization.
- Ability to follow policies and procedures, accept constructive feedback, adapt to new technologies, and contribute to continuous improvement.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ENDPOINT TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the Endpoint Technician I is responsible for delivering technical support for hardware, software, and peripheral devices within the Authority. This position involves resolving work problems and tasks related to the Service Desk, desktop support, printers, mobile devices, applications, and network support, typically under limited supervision from more senior Information Technology (ITS) staff. The Endpoint Technician I plays a crucial role in ensuring efficient IT operations and user satisfaction by addressing technical issues promptly and effectively. Additionally, this role may involve participating in limited scope IT project work, providing opportunities for professional development within the IT support team.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs and configures new hardware and software systems to ensure proper setup and functionality.
- Delivers prompt and efficient technical support to end-users and peers via phone, email, instant messaging, or in person to resolve hardware, software, network connectivity, and system error issues.
- Responds to and resolve technical issues escalated from the Service Desk or other support teams, ensuring effective problem resolution.
- Proactively identifies recurring issues and implements solutions before they escalate into larger problems.
- Escalates complex or unresolved issues to the appropriate IT teams for further investigation and resolution.
- Conducts user training and orientation sessions to promote new technologies, IT best practices, and enhance end-user productivity.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork;** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- One (1) or more of the following may be required, CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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ENERGY MANAGER

GENERAL DESCRIPTION

The Energy Manager (EM) will be an expert level building controls specialist responsible for tracking and analyzing utilities consumption (electricity, water, natural gas) then developing and implementing efficiency improving strategies in major facilities at Tampa International Airport. This position plays a critical part in optimizing building HVAC and electrical systems, aligning airport energy initiatives with aviation sustainability standards, energy management planning, and reducing energy consumption, utilities costs, and carbon footprint.

The EM is a management level position with responsibility for reviewing and approving all utilities invoices, participating in airport sustainability programs including ACA (Airport Carbon Accreditation), and working closely with the airport Sustainability and Resilience Program Director to develop and pursue overarching goals. Additionally, the EM will manage two technicians dedicated to supporting the EM's initiatives.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Create and implement comprehensive energy management strategies aligned with airport-wide sustainability goals to reduce the airport's operational costs and carbon footprint.
- Track, analyze and compile historical utilities consumption data. Review and approve all utilities invoices.
- Collaborate with Maintenance, Engineering, and Sustainability teams to develop and execute energy-saving initiatives. Participate in design and construction meetings to ensure highly efficient mechanical, electrical and plumbing systems are installed in new construction projects.
- Lead training sessions and awareness programs to promote energy conservation among maintenance staff and tenants.
- Prepare detailed reports and presentations for internal and external customers
- Interface with Metasys building controls system to verify operating strategies/ programs. Reprogram and recommission systems as necessary to maximize efficiency.
- Track progress against energy performance targets and regulatory compliance.

- Work with Sustainability manager to develop policies and guidelines for sustainable energy practices.
- Supervisory duties of employees engaged in the operation and maintenance of the airport's building controls systems. These duties include administration of performance evaluations and training programs, scheduling of daily activities, approval of timecards, disciplinary actions, and other related duties.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in mechanical or electrical engineering, or related field.
- Minimum 10 years of experience with commercial building controls/management systems, chiller plant and HVAC system operations. (Extensive experience may be substituted for education)
- Experience in the management and supervision of technical personnel.
- Preferred experience in aviation, transportation, or large infrastructure environments.
- Preferred experience with Johnson Controls Metasys building management systems.
- Preferred Certified Energy Manager (CEM), LEED AP, or similar accreditation.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Skill in handling competing priorities to meet deadlines and commitments.
- Knowledge of governmental accounting principles and public administration practices to ensure compliance and effectiveness in audit processes.
- Ability to stay informed on revisions to applicable Authority, Department, and professional policies, procedures and standards to ensure conformance.
- Knowledge of local, state, and federal laws, ordinances, rules, guidelines, and regulations related to fiscal management of government agencies, including those funded by federal grants.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

WORKING CONDITIONS:

- Primarily office-based with regular site visits across airport grounds.
- Full-time (salaried) position. Primarily normal office hours but must be flexible to work off-hours including weekends as needed to conduct system shutdowns, monitor construction activities, complete work that may be impactful to airport customers, etc.
- Available to respond to airport in a timely manner to resolve critical system failures.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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ENTERPRISE ASSET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Plant and Facilities, the Enterprise Asset Manager is responsible for the strategic planning, management, and optimization of the airport's assets to ensure operational efficiency, safety, and compliance with regulatory standards. This role involves working closely with various departments to develop asset management strategies, implement best practices, and ensure the long-term sustainability of airport assets. The Enterprise Asset Manager plays a crucial role in enhancing the airport's operational performance and ensuring a seamless experience for passengers. The Enterprise Asset Manager shall utilize the computerized Enterprise Asset Management System (EAMS) to identify resources, analyze reports for operational assessments, streamline maintenance processes according to strategic plans, allocate appropriate resources, and ensure the completion of financial objectives for preventive and corrective maintenance is significant to the work.

SUPERVISES OTHERS:

FLSA STATUS:

ESSENTIAL FUNCTIONS

- Maintain a comprehensive inventory of all airport assets, including buildings, infrastructure, equipment, and vehicles.
- Partner with asset owners to verify that asset records are up-to-date and reflect accurate condition assessments.
- Oversee the lifecycle of assets, including acquisition, maintenance, and disposal.
- Develop and implement asset replacement and refurbishment plans based on lifecycle analysis.
- Participate in long-term strategic planning for airport development and Capital Improvement projects.
- Lead regular inspections and assessments of assets to evaluate their condition, performance, and compliance with safety standards.
- Utilize inspection findings to inform maintenance schedules and capital improvement projects.
- Develop and manage preventive maintenance programs to ensure optimal performance and longevity of assets.
- Coordinate with maintenance teams to schedule and prioritize maintenance activities.

- Prepare and manage the asset management budget, including maintenance and capital expenditure planning.
- Analyze financial performance related to asset management and identify cost-saving opportunities.
- Utilize asset management software and analytics tools to track performance metrics and generate reports for airport leadership.
- Analyze data to identify trends, inefficiencies, and opportunities for improvement in asset management practices.
- Work closely with airport operations, finance, maintenance, planning and development, IT and other departments to align asset management strategies with operational needs.
- Engage with external stakeholders, including contractors and regulatory agencies, as necessary.
- Provide training and support to staff involved in asset management and maintenance operations.
- Promote best practices in asset management throughout the organization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Asset Management, Engineering, Business Administration, or related field.

- Six (6) years experience in asset management, facilities management or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in an airport or transportation environment leading asset management teams aligned with supporting the sustainable growth of asset management within the organization.
- Institute of Asset Management (IAM) certification, Certified Asset Management Professional (CAMP), or Project Management Professional (PMP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of asset management principles and practices, including asset acquisitions, retirements, and transfers.
- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Strong analytical and problem-solving skills.
- Skills in using asset management software and data analysis tools.
- Ability to produce reports, showcasing the effectiveness and efficiency of asset management processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing & walking.
- Frequent sitting.
- Occasional lifting up to 25 Ibs.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Frequent exposure to extreme weather, noxious fumes, chemicals, & insects.
- Navigate frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Frequent use of car/ light truck
- Frequent heavy equipment & power tools.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EVIDENCE TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manager, the Evidence Technician is responsible for the daily operations of the evidence stored in the property/evidence repository of the department, including digital and video evidence. This role involves the proper receipt, storage, preservation, and disposal of evidence, ensuring accurate accountability throughout the process. The Evidence Technician maintains the Records Management Evidence Database, organizes the destruction of evidence, and assists with audits and inventory preparations. This position plays a crucial role in supporting the integrity of evidence management within the department.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Conducts collection, examination, preservation, and analysis of human tissues, fluids, or physical evidence (65% of the time), focusing on materials with potential biological, chemical, or hazardous properties.
- Updates and maintains the Records Management Evidence Database as evidence is received, transferred, and/or released to an owner, other agency, courts, or investigations.
- Completes weekly evidence reporting to FDLE, along with updating the evidence database and case files to reflect items received back into evidence inventory.
- Maintains paper files on each case, ensuring that all pertinent information regarding chain of custody is maintained in the file.
- Organizes quarterly destruction of evidence that has been identified for destruction.
- Provides the SAO with information regarding the status of an item that has been transferred to FDLE for analysis.
- Conducts appropriate database checks (to include, CJNET, NCIC/FCIC, Criminal History inquiry), and the appropriate paperwork prior to the release of a firearm to an owner.
- Reviews, redacts, and submits body worn camera footage to the State Attorney's Office or public FOIA requests.
- Completes monthly validations and reporting.
- Audits and prepares inventory.
- Maintains and orders evidence supplies.

- Assists SIU, on occasion, as evidence custodian during interdiction operations.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in Criminal Justice, Forensic Science, or a related field.
- Three (3) years experience in property/evidence forensics or related field.
- Or equivalent combination of education, training, and experience.
- Certified Evidence Technician – PEAF (must receive certification within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous law enforcement experience.
- Previous experience using *evidence.com.*

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of evidence handling procedures, including proper receipt, storage, preservation, and disposal methods to maintain the integrity of evidence.
- Skill in using Microsoft applications and other software tools for data entry, database management, and report generation.
- Ability to maintain accurate records and filing systems for evidence, ensuring that all pertinent information regarding chain of custody is documented and accessible.
- Knowledge of relevant laws and regulations governing the handling and management of evidence within a law enforcement context.
- Ability to organize and manage time effectively, ensuring timely updates to the evidence database and completion of required reports.
- Ability to work independently while also collaborating with team members during evidence-related operations, including interdiction activities.
- Knowledge of proper procedures for reviewing, redacting, and submitting body-worn camera footage to comply with public records requests.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 Ibs
- Occasional bending & stooping
- Continuous typing
- Frequent exposure to noxious fumes
- Occasionally navigate heights and confined areas

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EXECUTIVE ASSISTANT TO CHIEF COMMERCIAL OFFICER AND VICE PRESIDENT OF MARKETING, COMMUNICATIONS AND STRATAGY

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer (CCO) and Vice President (VP) of Marketing, Communications and Strategy, the Executive Assistant provides administrative support ensuring the smooth operation of the office. This position manages calendars and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Executive Assistant interacts regularly with the CEO, Executive Team, Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration. Additionally, the role requires a proactive approach to administrative tasks, allowing the CCO and VP to focus on strategic initiatives and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the schedules for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the CCO's office to staff and other leadership team members.
- Reviews time-off requests and timecards and approve as needed.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Inputs all budget information into Financial System
- Monitors and updates the budget and forecasts and projections throughout the year
- Serves as Department Record Custodian
- Facilitates communication between the leadership team.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently. Including keeping passport and Global Entry enrollments up to date. Applying for international Visa’s when required.

- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Monitors HCAA Speaking Engagements Request Dashboard and Speaking Engagement calendar. Verify the availability of speakers. Ensuring VP has prepared talking points ahead of engagement.
- Servies as backup to Sr Executive Assistant to CEO when needed.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration or a related field.
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

EXECUTIVE ASSISTANT TO CHIEF OPERATING OFFICER AND CHIEF DEVELOPMENT OFFICER

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer (COO) and Chief Development Officer (CDO), the Executive Assistant, provides administrative support to these executives, allowing them to discharge their responsibilities in an organized, timely and efficient manner. This position manages the Executives calendars and effectively prioritizes meetings and requests while exercising sound judgment to navigate conflicts and lower-priority activities. The Executive Assistant interacts regularly with the Leadership Team, Board members, staff, volunteers, and various stakeholders, facilitating communication and collaboration. Additionally, the role requires a proactive approach to administrative tasks, allowing the COO and CDO to focus on strategic initiatives and decision-making.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the executives' schedules for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the COO's and CDO's office to staff and other leadership team members.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Inputs all budget information into Financial System
- Monitors and updates the budget and forecasts and projections throughout the year
- Serves as Department Record Custodian
- Facilitates communication between the leadership team and their direct reports.
- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently. Including keeping passport and Global Entry enrollments up to date. Applying for international Visa's when required.
- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.

- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Public Administration or related field.
- Four (4) years related experience two (2) of which supporting the executive level.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.

- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCE DEPARTMENT INTERN

GENERAL DESCRIPTION

Under the general direction of the Finance Department leadership team, the Finance Department Intern supports the day-to-day financial operations of the Authority while gaining hands-on experience in government finance and accounting. This position assists with financial reporting, budgeting support, data analysis, and compliance-related activities that help ensure the responsible stewardship of public resources. The role provides exposure to core public-sector financial processes, promotes the development of analytical and technical skills, and offers practical experience working with real-world financial data in a professional environment. This is an opportunity for undergraduate Finance or Accounting students to apply classroom knowledge, build foundational skills, and contribute to the Authority's mission of transparency, accountability, and service to the community.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with monthly financial reporting by preparing schedules, basic reconciliations, and variance support
- Support the budgeting and forecasting process, including data collection, trend analysis, and documentation
- Help maintain the general ledger by assisting with journal entry support and account reconciliations
- Assist with accounts payable and accounts receivable activities, including invoice review, coding, and payment tracking
- Support cash management and treasury functions, including monitoring balances and preparing summary reports
- Provides comprehensive support for the Financial Planning and Financial Operations teams to carry out additional responsibilities and special projects as assigned.
- Conducts forecast variance analysis and communicate variance drivers to finance leadership.
- Support cash management and treasury activities, including monitoring cash balances, assisting with bank reconciliations, and performing other bank-related tasks.
- Perform financial and data analysis to support department operations and management decision-making.
- Generates insights from financial analyses, interprets data, and communicates key takeaways.
- Help prepare ad hoc reports, dashboards, and presentations for leadership and internal stakeholders

- Support process improvement initiatives by identifying efficiencies and helping implement best practices
- Prepare journal entries and posts transactions, including fund transfers across departments and cost centers.
- Collaborate with finance staff and other departments to understand public-sector financial processes
- Assist other Authority departments with forecasting and budget initiatives by supporting data collection, analysis, and documentation
- Supports key business initiatives with analytical and modeling assistance.
- Manages the Authority's SkyCenter common-area maintenance calculation and supports Commercial Real Estate Profit & Loss statements.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Pursuit of bachelor's degree in Finance, Accounting, or related field.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), enterprise business suite software, and the Microsoft suite of software products.
- Knowledge of computerized accounting systems.
- Knowledge of budgetary procedures and controls.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to use a computer and related software.
- Ability to recognize, analyze, and solve a variety of problems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCE REVENUE & CONTRACT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Finance Revenue & Contract Administrator manages the billing rule function for the Authority, which entails translating terms/conditions of revenue contracts into the framework for an invoice. This position performs duties analyzing and developing improved managerial policies, practices, methods, procedures, and organizational structures. The Finance Revenue & Contract Administrator provides technical and professional assistance to departments and agencies by reviewing and independently analyzing complex organizational structures, procedures, and existing programs to identify areas where corrective action should be implemented.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and oversees the Authority billing and accounts receivable functions, ensuring accurate and timely invoicing in compliance with contractual terms.
- Translates revenue contract terms and conditions into billing frameworks and supports revenue contract managers in maintaining current and accurate billing information.
- Tracks contract expirations, renewals, and amendments to ensure adherence to board-approved terms and GASB 87 compliance requirements.
- Oversees the monthly collections process from start to finish, maintaining continuous communication with internal and external partners to resolve past-due invoices and collect outstanding revenue.
- Ensures proper application of all incoming payments and resolves any unapplied or misapplied payments with tenant partners.
- Manages state sales tax, communication-related tax reporting, and compliance.
- Oversees the annual audit process for billable tenants, ensuring timely submission of required external audits and accurate finalization of billing adjustments and credits.
- Ensures accurate reporting and reconciliation of parking, ground transportation, badging, and other revenue-generating activities.
- Oversees the proper collection and reporting of Passenger Facility Charges (PFCs) in accordance with federal guidelines.
- Provides support for credit card processing and electronic payment streams, including dispute resolution, chargebacks, and refunds.

- Tracks surety and payment security requirements for concession and other contractual agreements.
- Analyzes sales and operational performance, investigating variances between expected and actual results to ensure proper revenue recognition.
- Administers and oversees retiree billing processes in support of Human Resources, assisting retirees with payment questions and issues.
- Provides leadership and mentorship to direct reports, ensuring proper training, performance evaluation, and professional development.
- Maintains accountability for staff compliance with Authority standards for conduct, appearance, and use of equipment.
- Promotes operational efficiency through effective supervision, clear communication, and adherence to established procedures.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Four (4) years of experience in accounting, bookkeeping or financial record keeping.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge in managing and working within large-scale financial ERP systems
- Ability to analyze accounting and fiscal data.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCIAL MODELING & OPTIMIZATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager- Financial Planning & Analysis, the Financial Analysis & Modeling Manager is responsible for overseeing the Authority's Financial analysis and modeling activities. This includes managing the modeling for future capital projects and revenue projections.

The Financial Analysis & Modeling Manager is responsible for leading the financial close review process and ensuring the accuracy and integrity of the organization's monthly financial results. This role oversees key accounting functions including month-end close, payroll accruals, and labor rate analysis, while partnering closely with operational leaders to provide timely insights and drive accountability. The manager performs pre-close reviews, variance analysis, and reconciliations to support transparent and efficient reporting.

This position requires considerable independent judgment in interpreting and applying the technical aspects of the financial modeling and analysis process.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead the month-end close review process, ensuring accuracy, timeliness, and compliance with established accounting standards and internal controls.
- Research, analyze, and prepare financial data related to operating revenues and expenses.
- Prepare and analyze payroll accruals, labor rates, and related financial entries to support reliable cost reporting and forecasting.
- Provide guidance to Authority staff on analyzing financial performance versus plan and ensure accuracy of departmental forecasts and expenditures.
- Serve as a key bridge between Treasury, Financial Planning, and Capital Program Services , ensuring alignment of cash flow, capital planning, and funding strategies across the organization.
- Research and prepare data related to the business plan, rates and charges, recognized net investment, and return on Authority investment summaries for signatory airlines.
- Support the Authority's long-term Capital Improvement Program (CIP) funding strategy, including coordination of capital items, financial modeling, and evaluation of funding alternatives.
- Oversee the Authority's key performance indicators (KPIs) and departmental P&Ls, providing insights that drive accountability, operational efficiency, and data-driven decision-making.

- Perform detailed pre-close reviews and variance analyses to identify trends, anomalies, and improvement opportunities.
- Supervise monthly labor rate calculations and cost allocation processes.
- Partner with Finance and operational leaders to provide insights that enhance decision-making and resource allocation.
- Lead end-to-end implementation of diverse projects, ensuring successful delivery from planning through execution while aligning with business objectives and stakeholder expectations.
- Continuously improve financial processes, reporting tools, and analytical methods to increase efficiency and data integrity.
- Comply with authority standards regarding personal appearance, fostering a professional work environment.
- Perform ad-hoc financial analyses and build custom models to evaluate emerging issues, support management requests, and guide strategic initiatives.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions..
- **Critical Thinking:** Able to analyze a situation from different points of view; considers current and future impacts of decisions; Objective evaluation of an issue to form a decision.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in accounting, finance, or related field.
- Four (4) years of related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's degree in accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of general accounting principles and financial modeling techniques.
- Expertise in modeling, including annual operating and capital projects.
- Proven experience in long-range financial modeling, debt service management, and cash flow forecasting to support strategic planning.
- Proficient in ERP systems (e.g., Oracle, UKG) and advanced Microsoft Excel skills for data analysis and reporting.
- Demonstrated ability to lead teams, set clear direction, and cultivate a high-performance, learning-oriented culture.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to build and maintain effective working relationships across departments and with external stakeholders.
- Proven ability to manage sensitive and confidential information with discretion.
- Committed to delivering exceptional customer service and representing the Authority with professionalism and integrity.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & climbing
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FINANCIAL PLANNING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager- Financial Planning & Analysis, the Financial Planning Manager is responsible for overseeing the Authority's budgeting and financial planning activities. This includes managing the annual operating budget process—from establishing guidelines and timelines for the executive team to producing the budget book and supporting analysis for the Board.

The Financial Planning Manager provides expertise, leadership, and guidance to Authority staff, overseeing the development, implementation, interpretation, enforcement, and communication of budget processes, policies, and procedures. The role also includes managing the Authority's long-term financial model and overseeing the annual rates and charges process.

This position requires considerable independent judgment in interpreting and applying the technical aspects of the budget process.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinate the development of the Authority's $490M+ revenue and $200M+ annual and monthly operating budgets.
- Research, analyze, and prepare financial data related to operating revenues and expenses.
- Develop and manage the annual budget calendar, ensuring timely execution of all phases.
- Create and recommend budget guidelines for executive team review and adoption.
- Provide guidance to staff on analyzing budget variances and ensure accuracy of departmental forecasts and expenditures.
- Maintain and update the Authority's 25-year financial model, integrating capital planning, debt service, and operating projections to support long-term financial strategy.
- Research and prepare data related to the budgeted business plan, rates and charges, recognized net investment, and return on Authority investment summaries for signatory airlines.
- Review, update, and implement budget policies and procedures; advise management and staff on budget-related matters.
- Oversee preparation of budget documents and presentations for the Authority's Board and airline stakeholders.
- Lead the revenue budgeting process, including forecast development, budget submissions, and staff training.

- Supervise monthly labor rate calculations and cost allocation processes.
- Manage technical operations of the Hyperion Planning & Budgeting system.
- Collaborate with Human Resources to maintain position-level personnel data for budgeting and forecasting.
- Lead end-to-end implementation of diverse projects, ensuring successful delivery from planning through execution while aligning with business objectives and stakeholder expectations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Accounting, Finance, or related field.
- Four (4) years of related experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's degree in accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of general accounting principles and financial modeling techniques.
- Expertise in budget development processes, including annual operating and capital budgeting.
- Proven experience in long-range financial modeling, debt service management, and cash flow forecasting to support strategic planning.
- Proficient in ERP systems (e.g., Oracle, UKG) and advanced Microsoft Excel skills for data analysis and reporting.
- Demonstrated ability to lead teams, set clear direction, and cultivate a high-performance, learning-oriented culture.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to build and maintain effective working relationships across departments and with external stakeholders.
- Proven ability to manage sensitive and confidential information with discretion.
- Committed to delivering exceptional customer service and representing the Authority with professionalism and integrity.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & climbing
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

FLEET MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield, Fleet & Grounds, the Fleet Manager plans and coordinates with the Fleet Supervisor on the maintenance and repair of vehicles, equipment as well as other facilities and structures at times. The Fleet Manager establishes preventive maintenance programs, responsible for the procurement and disposal of vehicles and equipment, and schedules and oversees equipment safety inspections to ensure compliance with specifications and contract integrity. Additionally, this role includes creating requisitions for replacement parts, preparing technical specifications for equipment acquisition, maintaining the departments budget, and providing technical guidance and training to staff on safety procedures and operating standards.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensure vehicles are used effectively and efficiently.
- Manage drivers, including hiring and training.
- Track vehicle usage and performance and complete Vehicle Condition Reports.
- Manage operational cost of ownership for vehicles and equipment.
- Responsible for creating and meeting budget expectations. Conducts periodic inspections to verify proper maintenance and compliance with safety standards.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and maintain contract integrity.
-
- Prepares technical specifications for the acquisition of new equipment, ensuring alignment with operational needs.

- Develops and manages budgets related to fleet operations and maintenance activities. Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Automotive Technology, Supply Chain, Business Administration or related field.
- Four (4) years experience in construction, facility fleet maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching over head, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

FLEET SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Fleet Manager, the Fleet Supervisor oversees the maintenance and repair of airport fleet vehicles and mechanical support equipment. This supervisory role includes managing the activities of skilled trades and maintenance personnel, ensuring that repairs meet established standards for safety and efficiency. The Fleet Supervisor plans, schedules, assigns, and reviews work, while also providing training and technical support to junior mechanics on complex problems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manage vehicle repairs and maintenance including scheduling and coordinating with repair shops.
- Plans job layouts and estimates materials, determining the necessary equipment and tools for maintenance personnel to execute their assignments.
- Schedules and oversees preventive maintenance activities to improve operational effectiveness and extend the lifecycle of fleet assets.
- Creates requisitions for the timely purchase of equipment, tools, and materials to support maintenance and construction schedules.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with maintenance requirements.
- Maintain parts inventory and parts ordering.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Automotive Technology, Supply Chain, Business Administration or related field.
- Four (4) years experience in construction, facility fleet maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 lbs ore more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Very frequent exposure to insects.
- Navigate continuous heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

FLEET TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Fleet Supervisor, the Fleet Technician I performs inspections, maintenance, and both minor and major repairs on a variety of vehicles and equipment, including automotive, construction, agricultural, and small engine-powered equipment. This position also troubleshoots and diagnoses issues, as well as executing repairs by disassembling, replacing, and overhauling various systems.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Troubleshoots and diagnoses issues for various types of vehicles and equipment to determine necessary repairs.
- Performs minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling various systems.
- Conducts regular inspections of fleet vehicles and equipment to identify maintenance needs and safety concerns.
- Executes welding, fabrication, and minor body repairs as needed to restore equipment functionality.
- Completes maintenance reports and records accurately to track work performed and materials used.
- Assist in ordering and managing parts and supplies necessary for maintenance tasks.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Automotive Service Excellence (ASE) Certification, including A or T Series Brakes and Suspension, or able to obtain within six (6) months of hire. Due to Certification testing availability, time may be extended.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching overhead, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

FLEET TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Fleet Supervisor, the Fleet Technician II performs inspections, maintenance, and both minor and major repairs on a variety of vehicles and equipment, including automotive, construction, agricultural, and small engine-powered equipment. This position guides subordinate mechanics, acting as a Lead Worker, and managing the operations of a small repair shop or garage when applicable. Additionally, the Fleet Technician II is responsible for completing maintenance reports and records and providing support to other trades based on operational needs.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Troubleshoots and diagnoses issues for various types of vehicles and equipment to determine necessary repairs.
- Performs minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling various systems.
- Fabricates custom parts from metal and other materials as needed to support repair and maintenance activities.
- Offers technical assistance and guidance to mechanics to enhance their skills and support their work.
- Utilizes computer interfaces and diagnostic tools, including generic code scanners, to troubleshoot vehicle systems and obtain trouble codes.
- Conducts regular inspections of equipment and vehicles to identify maintenance needs and ensure optimal performance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Emergency Vehicle Technician (EVT) Certification.
- Automotive Service Excellence (ASE) Certification, including A or T Series Brakes and Suspension.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of mechanical systems, vehicles, and electronic systems.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to fleet maintenance and operations.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Frequent lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling, dragging.
- Reaching overhead, kneeling, crawling & climbing up to 6 hours per day.
- Typing up to 6 hours per day.
- Occasional exposure to extreme weather and noxious fumes.
- Continuous exposure to chemicals.
- Frequent exposure to insects.
- Navigate very frequently heights and confined areas.
- Continuous use of light truck.
- Continuous use of heavy equipment.
- Very frequent use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

GA CAPITAL PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of GA Capital Projects, Business & Admin, the GA Capital Projects Manager is responsible for planning, organizing, directing, and executing the Capital Improvement Program (CIP) for the Authority's General Aviation airports. This role focuses primarily on overseeing facility rehabilitation projects, including the development of project management plans, budgets, and schedules while managing construction progress. The manager is involved in establishing all design elements as well as with evaluating project status to ensure deadlines are met and may recommend strategies such as resource reallocation or workflow adjustments to keep projects on track.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and establishes design elements, including architectural, mechanical, and electrical specifications within project scopes.
- Reviews contract bids and inspect work performed by contractors to ensure compliance with specifications and contract integrity.
- Addresses any contract inadequacies by bringing them to management's attention and following up on corrective actions.
- Procures materials and supplies necessary for the timely completion of projects and maintenance activities.
- Prepares and maintains technical specifications for the acquisition of equipment and systems required for projects.
- Monitors construction progress and evaluates project status to ensure deadlines are met and objectives are achieved.
- Conducts regular safety assessments and quality inspections to enhance the safety and effectiveness of construction processes.
- Maintains accurate documentation of project activities, budgets, and timelines for auditing and reporting purposes.
- Participates in project meetings to provide updates, address concerns, and adjust project plans as necessary.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s degree in construction management, Engineering, Architecture, or related field.
- Four (4) years experience in airport operations management and maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Construction Management, Engineering, Architecture, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling & dragging
- Frequent reaching over head, kneeling, crawling & climbing
- Frequent typing
- Frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Frequent use of car/light truck
- Occasional use of heavy equipment and power tools

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA CAPITAL PROJECTS GROUP MULTITRADES WORKER I

GENERAL DESCRIPTION:

Under the general direction of a Capital Project Group Multi-Trades Worker III, the General Aviation Capital Projects Group Multi-Trades Worker I plays a vital role in ensuring the efficient operation of facilities through skilled maintenance in areas such as construction, plumbing, carpentry, electrical and painting. This position involves repairing plumbing systems, electrical upgrades, drywall, locks, and roofs, as well as painting both interior and exterior surfaces to maintain the visual appeal and functionality of the buildings. The GA Capital Projects Group MTI is responsible for safely operating equipment, driving to various work sites, and maintaining cleanliness upon task completion.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Participates in erecting structures and executing alterations as directed by the GA Capital Projects Group MTWIII
- Performs repairs and adjustments to plumbing systems, including water lines, fixtures, and related equipment to ensure functionality.
- Repairs and maintains drywall, furniture, locks, and roofs to enhance safety and aesthetics within the facilities.
- Paints interior and exterior surfaces of buildings to maintain visual appeal and protect against wear and tear.
- Conducts repairs and adjustments on electrical systems, including basic wiring and equipment maintenance.
- Operates lifts and motorized equipment safely to facilitate various maintenance tasks efficiently.
- Conducts thorough cleaning of work sites upon task completion to maintain a safe and organized environment.
- Assists and supports other trades as needed based on operational requirements.
- Monitors and reports any safety hazards or maintenance needs identified during inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after an emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience in multiple trades such as plumbing, carpentry, painting, and general maintenance or related vocational training.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Knowledge of safety procedures and regulations related to maintenance tasks to ensure a safe working environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Lifting up to 60 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA CAPITAL PROJECTS MULTITRADES WORKER III

GENERAL DESCRIPTION

Under the general direction of the GA Capital Projects Manager, the GA Capital Projects Multitrades Worker III is responsible for performing a variety of capital facilities construction activities, including both interior and exterior building rehabilitation at the Authority's three General Aviation airports. The role involves participating in the erection of small structures and complex alterations, as well as overseeing the repair and maintenance of various systems. Additionally, this position ensures that adequate building materials are maintained for project completion and includes responsibilities such as performing concrete and asphalt repairs.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs repair and maintenance tasks on electrical, plumbing, and water systems and fixtures, as well as brick, cement, HVAC, and carpentry work.
- Operates power equipment and various hand tools safely and efficiently, including medium to heavy motorized equipment.
- Oversees maintenance project activities independently, ensuring tasks are completed on time and to standard.
- Conducts concrete and asphalt repairs to maintain safe and functional surfaces at the airports.
- Monitors project progress and report on status, identifying any issues that may affect timelines or quality.
- Ensures compliance with safety regulations and best practices during all construction and maintenance activities.
- Assists in the development of project plans and layouts, estimating materials and determining required tools and equipment.
- Conducts regular inspections of work areas to ensure cleanliness and adherence to safety standards.
- Responds to emergency repair requests as needed, ensuring quick resolution of issues.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in construction, maintenance, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of various procedures and techniques used in multiple construction trades, including electrical, plumbing, and HVAC.
- Knowledge of the construction and maintenance requirements for different types of buildings and facilities, ensuring compliance with regulations.
- Knowledge of safety protocols and the appropriate use of safety equipment to maintain a safe working environment.

- Skill in operating hand and power tools effectively and safely during construction and maintenance tasks.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking and sitting
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging
- Reaching overhead, kneeling, crawling, and climbing up to 6 hours per day
- Occasional typing
- Frequent exposure to extreme weather, noxious fumes, and excessive noise
- Navigate frequently heights and confined areas
- Occasional exposure to chemicals
- Frequent use of car/light truck
- Frequent use of heavy equipment and power tools

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GA MAINTENANCE OPERATIONS LEAD

GENERAL DESCRIPTION

Under the general direction of the GA Maintenance Operations Manager, the GA Maintenance Operations Lead performs skilled work across multiple trades involved in the construction, maintenance, and repair of buildings, equipment, and facilities at General Aviation airports. This role ensures compliance with Federal Aviation Administration (FAA) regulations and other federal, state, and city requirements while overseeing day-to-day maintenance activities.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors, prioritizes, and inspects work activities to ensure adherence to safety standards, plans, and specifications.
- Conducts daily and nightly airfield inspections to identify potential issues and ensure the safety and functionality of airfield operations.
- Responds to operational concerns, including aircraft emergencies and pavement closures, providing timely resolutions.
- Addresses and resolves issues raised by GA airport tenants and the public, ensuring excellent customer service.
- Provides technical expertise and guidance to team members regarding maintenance tasks and procedures.
- Leads and participates in the erection of small structures and the repair and maintenance of plumbing, electrical, HVAC, and carpentry systems.
- Requisitions and maintains an inventory of replacement parts and supplies necessary for ongoing repairs and maintenance.
- Ensures that all maintenance work complies with established codes, standards, and regulations.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in airfield operations, plumbing, electrical, carpentry, masonry, and painting.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and local regulations governing maintenance and safety standards in aviation facilities.
- Knowledge of the construction and maintenance practices for various types of airport facilities.
- Skill in using hand and power tools effectively and safely in maintenance and construction tasks.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting, walking & standing
- Frequent lifting up to 50 Ibs
- Frequent bending, stooping, pushing, pulling, dragging & climbing
- Reaching overhead, kneeling, crawling up to 6 hours per day
- Occasional typing
- Very frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, and excessive noise
- Frequent exposure to insects
- Very frequent use of car/light truck, heavy equipment & power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA MAINTENANCE OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of GA Operations & Maintenance, the GA Maintenance Operations Manager is responsible for overseeing compliance, safety, and emergency preparedness at the Authority's General Aviation airports. This position manages all aspects of maintenance operations, safety coordination, and operational support. The manager organizes and coordinates on-site activities to ensure the safe and efficient functioning of the GA airports, while also coordinating construction projects and public events. Additionally, this role involves developing and updating GA airport emergency plans, supervising maintenance personnel, ensuring compliance with regulations, and maintaining the overall cleanliness and orderliness of airport facilities and grounds.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans on-site activities and public events to ensure the safe and efficient functioning of General Aviation airports.
- Coordinates construction and project management efforts related to airport facilities to minimize disruptions to operations.
- Develops and updates airport emergency plans, conducting training sessions and coordinating drills to prepare staff for emergencies.
- Responds to emergencies and provide assistance, coordinating with appropriate emergency response organizations.
- Ensures operational safety and compliance with applicable laws, regulations, policies, and contractual obligations, addressing any discrepancies.
- Provides accurate information to the public and airport users regarding FAA regulations and FDOT requirements.
- Ensures compliance with fire and building codes through regular facility inspections by the proper authorities.
- Oversees the GA maintenance program for airport grounds and facilities, coordinating vegetation control on runways, taxiways, and ramps.
- Conducts inspections to maintain cleanliness and orderliness of airport grounds and facilities.

- Monitors and supervises the maintenance of project records and documentation to ensure accuracy and compliance.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s degree in Airport Operations Management, Business Administration, or related field.
- Four (4) years experience in airport operations management and maintenance, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations related to airport operations and maintenance.
- Knowledge of safety standards and best practices for maintaining and operating general aviation facilities.
- Knowledge of construction project management principles to effectively coordinate construction activities at the airports.
- Knowledge of comprehensive airport operations, maintenance, and related activities to ensure optimal performance across facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GENERAL AVIATION INTERN

GENERAL DESCRIPTION

Under the guidance of the Vice President of General Aviation (GA) and in collaboration with the General Aviation Senior Managers, the General Aviation Intern will gain hands-on experience in operations, maintenance and capital project management across the Authority's three General Aviation airports Peter O. Knight (TPF), Plant City (PCM), and Tampa Executive (VDF) and GA functions at Tampa International Airport (TPA). This internship is designed to provide a comprehensive overview of general aviation airport operations, maintenance programs, capital improvement projects, stakeholder engagement, and regulatory compliance.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with the daily operations oversight of the GA airports, including field inspections, facility reviews, and regulatory compliance activities.
- Support maintenance tracking and project coordination related to airport infrastructure, including lighting, airfield markings, and hangar rehabilitation.
- Participate in the planning and monitoring of Capital Improvement Projects (CIP), including data collection, budget tracking, and status reporting.
- Attend tenant and stakeholder meetings, aiding in the preparation of materials and notes.
- Collaborate with staff on initiatives related to safety, security, and emergency planning.
- Assist in the development and dissemination of tenant advisories and communications.
- Support marketing and outreach initiatives in coordination with internal departments.
- Provide administrative and research support, including document preparation and data entry.
- Attend internal and external meetings, including site visits and briefings, to gain cross-functional exposure.

This list is not intended to be all-inclusive, and additional functions and responsibilities may be assigned as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.

- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL TPA JOBS

- In the event of an emergency or disaster impacting Tampa International Airport (TPA), employees may be required to respond promptly to duties as assigned by the department or the TPA Emergency Operations Center (EOC). Such assignments may occur before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Currently enrolled in a Bachelor's or Master's program in Aviation Management/Airport Operations, Engineering (Civil, Electrical, or Mechanical)/ Construction Management, Public Administration or related field.
- Interest in pursuing a career in airport management, aviation infrastructure, or public-sector capital programs.

PREFERRED QUALIFICATIONS

- Experience at an airport or within an aviation-related organization.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general aviation operations, airport infrastructure, and facility systems.
- Basic knowledge of airport operations and general aviation activities.
- Knowledge of airfield safety standards, facility inspections, or preventative maintenance practices (academic or project-based experience acceptable).
- Exposure to project planning, budget tracking, or facility condition assessments through coursework, internships, or research.
- Knowledge of FAA regulations, FDOT guidelines, or airport security procedures.
- Knowledge of technical plans, site maps, or architectural/engineering drawings.
- Knowledge of safety and regulatory compliance standards in airport environments (FAA, FDOT, NFPA).
- Ability to observe, document, and communicate airfield and facility conditions clearly and accurately.
- Ability to think critically and solve problems.
- Motivation to take on new challenges and develop new skills.
- Ability to provide clear and concise reports.
- Ability to work collaboratively with cross-functional teams.
- Ability to adapt to a dynamic, fast-paced work environment.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous sitting, walking and standing
- Frequent lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging and climbing
- Reaching overhead, kneeling, crawling up to 6 hours per day
- Occasional typing
- Very frequent exposure to extreme weather
- Occasional exposure to noxious fumes, chemicals, and excessive noise
- Frequent exposure to insects
- Very frequent use of car/light truck, heavy equipment and power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GA OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the direction of the Senior Manager, Operations and Maintenance, the General Aviation Operations Manager plays a crucial role in ensuring the safe and compliant operation of all airfield activities in accordance with FAA, FDOT, and other regulatory bodies. This multifaceted position involves overseeing self-inspection programs, coordinating construction and maintenance efforts, and engaging with governmental agencies to foster collaboration within the airport community. In addition to ensuring adherence to safety regulations, this role actively participates in incident and accident investigations, conducts specialized inquiries, and reviews proposed airport grant-in-aid initiatives.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Conduct thorough inspections of runways, taxiways, ramps, and associated areas to ensure compliance with FAA, FDOT, and City and State regulatory standards, maintaining the safety of aircraft operations.
- Lead terminal ramp safety inspections, Foreign Object Debris (FOD) inspections, and other critical assessments to uphold high safety standards across the airfield.
- Collaborate with the Maintenance Operations Manager to coordinate daily airfield activities, including maintenance work, construction projects, and the movement of aircraft and vehicles.
- Drive the implementation and enforcement of the general aviation compliance program through established policies and procedures aligned with industry best practices.
- Monitor airport tenants and leased areas to proactively identify and address potential violations of Airport Rules and Regulations.
- Ensure strict compliance with Federal and State airport certification regulations to maintain the airport's status as a safe and reliable aviation hub.
- Serve as the primary representative for General Aviation in airport projects, effectively communicating departmental perspectives and operational goals.
- Prepare and present reports on safety inspections, compliance issues, and tenant management to relevant stakeholders and authorities.
- Collaborate with governmental agencies and other stakeholders to ensure compliance with regulatory requirements and facilitate effective communication.

- Participate in incident investigations and assessments, providing insights and recommendations for operational improvements.
- Monitor and analyze airfield operations data to identify trends and areas for improvement, making informed decisions to enhance safety and efficiency.
- Coordinate with external vendors and contractors to ensure all work performed meets regulatory standards and operational expectations.
- Support the development of strategic initiatives that promote the growth and safety of General Aviation operations within the airport.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Airport Operations Management, Business Administration, or related field.
- Four (4) years of experience in airport operations management and maintenance.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS

- Certified Member American Association of Airport Executives or obtained within 1 year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport layout, design, and construction principles to effectively manage operations and projects.
- Knowledge of Federal Aviation Regulations (FAR) and the ability to interpret and apply them effectively in operational contexts.
- Knowledge of comprehensive airport operations, maintenance, and related activities to ensure optimal performance across facilities.
- Knowledge of weather and NOTAM (Notice to Airmen) terminology to make informed decisions regarding airport operations.
- Knowledge of federal, state, and local regulations governing airport operations and security to ensure compliance and operational integrity.
- Skill in strong organizational abilities that enable effective team leadership, prioritization of tasks, and independent project management.
- Skill in analytical and decision-making capabilities for evaluating programs, policies, and procedures and driving continuous improvement.
- Knowledge of proven track record in preparing reports, maintaining records, analyzing data, and administering operational programs.
- Ability to assess operational issues and develop strategic solutions to enhance efficiency and safety.
- Ability to remain calm and make sound decisions in high-pressure situations, particularly during emergencies or irregular operations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GROUNDS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Airfield and Grounds Manager, the Grounds Supervisor oversees grounds maintenance operations across multiple disciplines, including maintenance, installation, and pest control. The Grounds Supervisor is responsible for managing airport property inspections, planning maintenance activities, and coordinating employee training. This role is crucial for ensuring compliance with safety standards and operational efficiency.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.
- Prioritizes, participates in, and inspect works activities to ensure compliance with plans, specifications, codes, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools for maintenance personnel to execute tasks effectively.
- Assists in developing contract specifications and oversee the performance of contracts to ensure compliance with construction and maintenance requirements.
- Conducts regular inspections of airport property to identify maintenance needs and ensure safety and operational standards are met.
- Evaluates equipment and resource needs, making recommendations for procurement and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Landscape Horticulture, Plant Science, Facilities Management, or related field.
- Four (4) years experience in grounds maintenance, or a skilled trade.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Florida Nursery, Growers and Landscape Association Certification (FNGLA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the rules, regulations, and operational requirements of the organization related to grounds maintenance.

- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Occasional sitting.
- Continuous lifting up to 50 lbs or more.
- Very frequent bending and stooping.
- Very frequent pushing, pulling & dragging, reaching over-head, kneeling, crawling & climbing.
- Frequent typing.
- Continuous exposure to extreme weather, chemicals & insects.
- Continuous exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of power tools & heavy equipment.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

GROUNDS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Grounds Technician I performs both manual and skilled grounds maintenance tasks throughout all seasons. The Grounds Technician I is responsible for the care and development of grounds, shrubbery, and plants, as well as the maintenance and repair of irrigation systems. This position also involves routine cleaning and maintenance of equipment, operating trucks and power tools, adhering to landscaping designs, and may require flexibility to assist other trades as needed.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs manual and skilled grounds maintenance tasks, including planting, mulching, fertilizing, watering, mowing, trash and debris removal, and pruning vegetation.
- Uses hand tools such as shovels, rakes, pruning saws, hedge trimmers, and axes to carry out landscaping and maintenance activities.
- Conducts routine inspections and maintenance of irrigation systems to ensure proper functionality and efficiency.
- Clean work sites upon completion of tasks, ensuring a tidy and safe working environment.
- Clean and maintain heavy equipment, trucks, and tools to ensure optimal performance and safety.
- Follow planned landscaping designs to determine the appropriate locations for sod installation, flower planting, and other landscaping activities.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience of grounds maintenance or landscaping.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate required within six (6) months of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety procedures and safety equipment relevant to grounds maintenance activities.
- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Continuous reaching over-head, kneeling, crawling & climbing.
- Continuous exposure to extreme weather, chemicals, and insects.
- Navigate continuously heights & confined areas.

- Frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

GROUNDS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Grounds Technician II performs skilled manual and technical grounds maintenance tasks throughout all seasons. The Grounds Technician II is responsible for the care and development of grounds, shrubbery, and plants, as well as the maintenance and repair of irrigation systems. This position also involves routine cleaning and maintenance of equipment, operating trucks and power tools, adhering to landscaping designs, and may require flexibility to assist other trades as needed. This position leads and oversees the daily production of the grounds crew and ensures tasks are completed efficiently.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs manual and technical grounds maintenance tasks, including planting, mulching, fertilizing, watering, mowing, and pruning vegetation.
- Leads grounds crew in the daily operations and ensures tasks are completed safely and efficiently. Uses hand tools such as shovels, rakes, pruning saws, hedge trimmers, and axes to carry out landscaping and maintenance activities.
- Conducts routine inspections and maintenance of irrigation systems to ensure proper functionality and efficiency.
- Follows planned landscaping designs to determine appropriate locations for sod installation, flower planting, and other landscaping tasks.
- Clean works sites upon completion of tasks to ensure a safe and organized environment.
- Maintains and cleans all associated equipment and machinery to ensure optimal performance and longevity.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in grounds maintenance or landscaping.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Pesticide Applicator - State Licensure.
- Commercial Fertilizer Certificate.
- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety procedures and safety equipment relevant to grounds maintenance activities.
- Knowledge of grounds maintenance principles, including planting, mulching, fertilizing, watering, mowing, and pruning.
- Knowledge of irrigation systems maintenance and repair techniques to ensure optimal functionality.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, pushing, pulling & dragging.
- Continuous reaching over-head, kneeling, crawling & climbing.
- Continuous hearing.
- Continuous exposure to extreme weather, chemicals, and insects.
- Navigate continuously heights & confined areas.
- Frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Continuous use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

GUEST EXPERIENCE LEAD

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Guest Experience Lead oversees the day-to-day operations of the Guest Experience Team, managing the planning, scheduling, and coordination of assigned Guest Experience Representatives and contracted Customer Service Representatives. The Guest Experience Lead serves as the initial point of contact for all operational items that arise throughout the shift. The Guest Experience Lead is also responsible for managing irregular operations and the delegation of resources during critical incidents. The Guest Experience Lead serves as the initial trainer for all new employees and conducts monthly training drills on various topics to ensure the teams are fluent and up to speed on all the latest operational plans. This role is customer and community-facing, ensuring exceptional service delivery to all airport passengers, guests, and tenants. Through effective management and collaboration, the Guest Experience Lead plays a crucial role in enhancing the overall passenger experience at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the initial point of contact for all guest experience related items
- Proactively moves about the campus to identify hot spots and areas of guest concern, before they escalate or become a safety/risk concern
- Conducts onboarding and training for contracted Customer Service Representatives assigned to various airport projects, ensuring they understand their roles and responsibilities
- Leads by example and demonstrates positive influence across multiple departments to effectively complete tasks
- Demonstrates clear and effective communication to management of day-to-day incidents and during ongoing events
- Conducts training for new team members to include U.S. Customs FIS procedures
- Completes daily reports, schedules, team assignments and adjusts as needed
- Attends operational changeover briefs/meetings

- Completes an array of administrative tasks to include daily debrief, Quarterly Activity Report, parking validations, etc.
- Proactively confirms tours and subsequent details a week in advance
- Directs resource allocation during emergencies to ensure timely responses and meet customer needs effectively.
- Coordinates with Operations for MCN or IROP tasks to be completed daily
- Assists Operations/Flagship with facility inspections
- Maintains accuracy of printed materials at all information kiosks
- Conducts Adhoc tours and participates in airline events as needed
- Conducts training drills and exercises to ensure operational and emergency proficiency of team members
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Project/Task Management –** The ability to effectively organize, prioritize and complete tasks within a defined timeframe.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- One (1) year as an HCAA Guest Experience Representative.
- Must possess a valid Florida Driver License.
- Or equivalent combination of education, training, and experience.

PREFERRED QUALIFICATIONS

- Associate's Degree in related field.
- Three (3) years experience in guest relations or customer services.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance, and other airport-related activities.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience and Lost & Found, the Guest Experience Manager oversees the Guest Experience team, with direct management of the Volunteer Ambassador Program and the Lost & Found section. This role includes coordinating and supervising the Lost & Found Coordinators, ensuring effective cataloging, inventory management, and audit controls for lost property. Additionally, the Guest Experience Manager is responsible for recruiting and training volunteer ambassadors, staffing the airport's various information kiosks, and maintaining positive relationships with local Visitor and Convention Bureau partners to enhance the overall guest experience.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and develops work standards and guidelines for the Volunteer Ambassador program and the Lost & Found sections.
- Conducts annual and bi-annual audits of Lost and Found property in accordance with authority standard procedures and FL statutes.
- Clarifies and resolves day-to-day issues regarding organizational procedures, practices, programs and projects.
- Represents Guest Experience at meetings, functions, and events within the Authority.
- Serves as a liaison and initial point of contact for other airport volunteer groups, Traveler's Aid, and the USO.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Five (5) years experience in airport operations, guest relations, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE REPRESENTATIVE

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Guest Experience Representative (GER) plays a vital role in providing exceptional customer service in a community-facing environment at Tampa International Airport. This position assists guests, passengers, and tenants by offering wayfinding, educational support, and information about airport facilities and services. The GER also conducts airport tours, monitors safety systems, and actively engages with the public at various events, ensuring a positive experience for all airport users while promoting the Authority's mission and values.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides direction and assistance to incoming international passengers in the Federal Inspection Station, formulating detailed reports on significant observations for the Aviation Authority staff.
- Follows up on reported operational issues, ensuring timely resolutions and that problems have been corrected effectively.
- Offers information and assistance to airport guests regarding facility usage, available services, local attractions, and flight information.
- Conducts educational walking and bus tours of the airport terminal and airfield for schools, groups, and community organizations, enhancing public knowledge and engagement.
- Monitors escalators, elevators, shuttle cars, and the monorail system for accidents and outages, reporting incidents immediately and taking appropriate action when necessary.
- Responds to emergency situations, taking operational direction from leadership as needed to ensure public safety and effective crisis management.
- Provides VIP tours as necessary, ensuring a personalized and exceptional experience for high-profile guests.
- Represents the Authority at school fairs, festivals, and community events, maintaining a booth or display to provide literature and promotional items.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in customer service.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations, facilities, and community resources to effectively assist passengers and provide accurate information.
- Knowledge of customer service principles and practices, ensuring a high standard of service delivery to all airport users.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing

- Walking & sitting up to 6 hours per day
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

GUEST EXPERIENCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Guest Experience Supervisor oversees the day-to-day operations of the Guest Experience Team, managing the planning, scheduling, and coordination of assigned Guest Experience Representatives and contracted Customer Service Representatives. This role is customer and community-facing, ensuring exceptional service delivery to all airport passengers, guests, and tenants. Through effective management and collaboration, the Guest Experience Supervisor plays a crucial role in enhancing the overall passenger experience at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Authority's Tour Program by scheduling and positioning resources to meet the needs of various community groups.
- Conducts onboarding and training for contracted Customer Service Representatives assigned to various airport projects, ensuring they understand their roles and responsibilities.
- Directs resource allocation during emergencies to ensure timely responses and meet customer needs effectively.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Associate's Degree in related field.
- Three (3) years experience in guest relations or customer services.
- One (1) year supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

HORTICULTURE TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Horticulture Technician I maintains the interior greenery, creating a welcoming and aesthetically pleasing environment for passengers and visitors. The Horticulture Technician I is responsible for the design, installation, and maintenance of interior landscaping in the Main Terminal Airsides, Sky Center and RCC. This position also involves collaboration with other departments for events and, setup requests, all aimed at improving the airport's ambiance and addressing operational issues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Designs, installs, and performs maintenance of interior landscaping displays throughout the Main Terminal, Airsides, Sky Center and RCC to create an inviting atmosphere.
- Sources and implements floral and plant arrangements that enhance the aesthetic appeal of the airport's interior spaces.
- Estimates materials and determines operational needs for various interior landscaping tasks to ensure timely execution.
- Conducts routine inspections of interior landscaping to assess plant health and overall appearance, making recommendations for improvements as needed.
- Assists with inventory of plants, materials, and supplies necessary for ongoing landscaping projects and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year experience working in a greenhouse, nursery, or interior landscape.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certificate required within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of interior landscaping design principles, including plant selection, arrangement, and care techniques to create visually appealing and sustainable environments.
- Knowledge of greenhouse operations, including propagation, irrigation systems, temperature control, and pest management to ensure plant health and vitality.
- Knowledge of plant biology, growth patterns, nutrient requirements, and common issues such as diseases and pests, along with effective problem-solving skills.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Frequent lifting up to 50 lbs or more.

- Very frequent bending and stooping.
- Continuous pushing, pulling & dragging.
- Very frequent reaching over-head, kneeling, crawling & climbing.
- Occasional typing.
- Continuous exposure to chemicals & insects.
- Occasional exposure to excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HORTICULTURE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Grounds Supervisor, the Horticulture Technician II manages and maintains the interior greenery, creating a welcoming and aesthetically pleasing environment for passengers and visitors. The Horticulture Technician II is responsible for the design, installation, and management of interior landscaping in the Main Terminal and Airsides, including employee training and scheduling. This position also involves collaboration with other departments for events, material estimation for landscaping tasks, and acting as the main contact for setup requests, all aimed at improving the airport's ambiance and addressing operational issues.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Guides team in designing, installing, and managing interior landscaping displays throughout the Main Terminal and Airsides to create an inviting atmosphere.
- Schedules and trains employees involved in interior landscaping and greenhouse operations to ensure high-quality performance.
- Sources and implements floral and plant arrangements that enhance the aesthetic appeal of the airport's interior spaces.
- Estimates materials and determines operational needs for various interior landscaping tasks to ensure timely execution.
- Serves as the primary point of contact for coordinating landscaping and floral setup requests with other airport departments and stakeholders, ensuring seamless operations.
- Conducts routine inspections of interior landscaping to assess plant health and overall appearance, making recommendations for improvements as needed.
- Manages inventory of plants, materials, and supplies necessary for ongoing landscaping projects and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of experience working in a greenhouse, nursery, or interior landscape.
- Or equivalent combination of education, training, and experience.
- Green Industries Best Management Practices Certification required within six (6) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- FNGLA Certified Horticulture Professional (FCHP).
- Certified Landscape Maintenance Technician (FCLMT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of interior landscaping design principles, including plant selection, arrangement, and care techniques to create visually appealing and sustainable environments.
- Knowledge of greenhouse operations, including propagation, irrigation systems, temperature control, and pest management to ensure plant health and vitality.
- Knowledge of plant biology, growth patterns, nutrient requirements, and common issues such as diseases and pests, along with effective problem-solving skills.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending and stooping.
- Continuous pushing, pulling & dragging.
- Very frequent reaching over-head, kneeling, crawling & climbing.
- Occasional typing
- Continuous exposure to chemicals & insects.
- Occasional exposure to excessive noise.
- Occasional use of car/light truck.
- Occasional use of power tools.

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HUMAN RESOURCES BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Human Resources Business Partner performs general work in key functional areas of Human Resources (HR). This role involves supporting the HR department by processing documents, maintaining personnel records, and responding to employee inquiries while ensuring a high level of customer service. The HR Business Partner is responsible for supporting the full-cycle recruiting process, coordinating employee engagement events, and participating in the development and implementation of HR policies and procedures. Additionally, the position involves data management tasks such as creating reports from the HRIS and ensuring data integrity within the applicant tracking system.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides support to the HR department by processing documents, handling records requests, and maintaining personnel records.
- Triages incoming HR requests, addressing employee questions, and escalating complex issues to the appropriate HR subject matter expert.
- Completes cross-training across all HR disciplines to offer functional overflow support during high-volume periods in benefits, recruiting, and employee relations.
- Participates in the revision, development, and implementation of HR policies, procedures, and forms across all functional areas.
- Assists with employee engagement events to foster a positive workplace culture and enhance employee satisfaction.
- Supports full-cycle recruiting efforts, including job advertising, attending job fairs, facilitating candidate interviews, screening applications, coordinating pre-employment testing, and conducting onboarding for new hires.
- Ensures the accuracy and completeness of data in the applicant tracking system to support recruitment efforts.
- Assists in gathering data for compensation analysis to support equitable pay practices.
- Prepares and revises job classifications to accurately reflect position responsibilities and requirements.
- Assists with wellness initiatives and coordinates related events to promote employee well-being.

- Assists in the coordination and planning of open enrollment, wellness initiatives, and related events.
- Prepares, updates, and maintains documentation related to employee benefits and leave management.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources, Business Administration, or related field.
- Three (3) years of experience in a Human Resources professional role (HR generalist, HR coordinator, or HR specialist).
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resources principles, practices, and employment law relevant to the employee lifecycle and employee benefits.
- Knowledge of HRIS systems and reporting tools to manage and analyze employee data effectively.
- Knowledge of recruitment processes and best practices, including full-cycle recruiting and candidate assessment.

- Skill in processing documents and maintaining accurate personnel records in compliance with HR policies and regulations.
- Skill in developing and implementing HR policies and procedures to support organizational goals.
- Ability to manage the employment application process, including screening applications and coordinating onboarding activities.
- Ability to work independently with considerable autonomy while collaborating effectively with team members.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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HRIS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the HRIS Analyst serves as the applications owner for the HR systems. The HRIS Analyst is responsible for monitoring, maintaining, and updating these systems to ensure an efficient and accurate production environment for end users. This position also serves as a technical point-of-contact for all assigned functional areas of HR and assists subject matter experts with ensuring data integrity, testing of system changes, report writing, and analyzing data flows for process improvement opportunities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates with leadership and HR staff to identify system improvements and enhancements; recommends and implements solutions.
- Performs system maintenance, including assisting in the review, testing, and implementation of HRMS system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of upgrades or fixes.
- Maintains HRMS system tables. Documents process and results dictated by authority business rules and procedures.
- Provides production support for all HR systems, including researching and resolving HRMS problems, unexpected results, or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet requirements.
- Generates reports/queries, including writing, maintaining, and supporting a variety of reports or queries utilizing appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data.
- Conducts training, including developing user procedures, guidelines, and documentation. Trains clients on new processes/functionality. Trains new system users.
- Maintains awareness of current trends in HRMS with a focus on product and service development, delivery, and support, and applying key technologies. Examines trends in information systems training, materials, and techniques. Through classes, reading, CBTs, or other mechanisms, HR knowledge and knowledge of HRIS application/tools are continuously increased.
- Consults and works collaboratively with IT function to develop and administer plans for HRIS applications.

- Conducts system and data audits, verifies accuracy of new or revised HRIS components, methods, or processes; develops and runs audits to ensure accuracy of data entry.
- Implements business processes that streamline and enhance workflows.
- Analyze business and technical processes to identify opportunities for increased efficiency.
- Serves as main point of contact for HR with Payroll function.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or related field.
- Three (3) years of experience in a Human Resources Professional role, including some experience in the development and administration of an HRIS.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quantitative and qualitative research methods to analyze HR-related data effectively.
- Knowledge of HR laws, regulations, and best practices to ensure compliance in HR systems.
- Skill in providing excellent interpersonal and technical support to users across the organization.

- Skill in organizational and time management, demonstrating the ability to meet deadlines consistently.
- Ability to be proactive and independent, demonstrating problem-solving and process improvement initiative.
- Ability to maintain accurate work-related records and prepare detailed reports for analysis.
- Skill in the use of Microsoft Office Suite and similar software applications for documentation and communication.
- Skill in excellent documentation and presentation to convey information clearly to stakeholders.
- Ability to gather extensive data and have processing skills to support HRIS functions.
- Knowledge of HRMS suites and their interactions/interfaces to optimize system functionality.
- Knowledge of the overall HR business process delivery model to align HRIS initiatives with business goals.
- Ability to quickly learn new applications and technologies, adapting to changing needs and requirements.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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HVAC MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the HVAC Manager ensures the optimal functioning and maintenance of all HVAC equipment, chiller plants, building automation systems, cooling towers, transport pumps, and fire protection piping within the airport facility. The HVAC Manager oversees the HVAC and Plant section activities, managing maintenance contracts and coordinating contractor performance. Additionally, the position involves providing leadership to shift personnel, conducting quality control inspections, and managing administrative and technical support functions to enhance the Work Control System.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Inspects facilities and equipment to determine service needs, required equipment, and personnel/vendor requirements.
- Develops, manages, and coordinates contractor performance on assigned HVAC contracts.
- Creates project schedules, manage resources, and ensures timely completion of HVAC projects.
- Procures specialty maintenance services and develops specifications for equipment and systems.
- Implements and monitors goals and objectives related to HVAC operations and maintenance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Maintenance, Business Administration, or related field.
- Four (4) years experience in HVAC system maintenance, installation, and repair, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facility Management Professional credential (FMP) from the International Facility Management Association (IFMA) within 9 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- HVAC Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.

- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HVAC SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the HVAC Manager, the HVAC Supervisor leads a team focused on the installation, troubleshooting, and repair of industrial HVAC systems. The HVAC Supervisor oversees chiller plant operations and automated building control systems, utilizing expertise in mechanical codes and project inspection to ensure compliance and efficiency. This role combines technical expertise with administrative skills to manage assignments, provide training, and respond to system failures, while also developing maintenance policies to ensure safety and compliance with regulatory standards.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Monitors, prioritizes, and inspects work activities to ensure compliance with plans, specifications, codes, standards, and safety regulations.
- Plans job layouts, estimates materials, and determines necessary equipment and tools for maintenance tasks.
- Creates drawings or sketches as needed to assist maintenance personnel in performing work assignments effectively.
- Determines, schedules, and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of HVAC assets.
- Develops and implements corrective action plans for any identified issues or deficiencies in HVAC systems.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Facilities Management, Maintenance, Business Administration, or related field.
- Four (4) years of experience in the installation, maintenance, and repair of HVAC systems.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.

- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching over-head.
- Occasional kneeling, crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HVAC TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the HVAC Supervisor, the HVAC Technician I assists with the installation, maintenance, and repair of HVAC systems and related equipment within buildings and facilities. This role involves working with a range of equipment, including central, wall, and window air conditioning units, exhaust fans, walk-in and chest-type freezers, ice machines, and water coolers. Additionally, the HVAC Technician I assists with drawings and sketches as needed, requisitions and maintains an inventory of replacement parts, and operates various tools and equipment, such as refrigeration gauges and volt/ohm meters.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, maintains, and repairs a variety of refrigeration, air conditioning, and ventilating equipment, including central and window air conditioning units, exhaust fans, freezers, ice machines, and water coolers.
- Troubleshoots mechanical problems and implements appropriate corrective actions to restore system functionality.
- Schedules and performs preventative maintenance on HVAC systems to ensure optimal performance and reliability.
- Prepares technical drawings and sketches as needed for system modifications or installations.
- Operates various tools and equipment, including refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, and welding equipment.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High Scholl Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority courteously and professionally.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

HVAC TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a HVAC Supervisor, the HVAC Technician II performs installation, troubleshooting, and repair of industrial HVAC systems withing buildings and facilities. This position involves working with various systems, including chiller plants and automated building control systems. The HVAC Technician II is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Installs, troubleshoots, and repairs various refrigeration, air conditioning, and ventilation equipment, including central and window air conditioning units, exhaust fans, and freezers.
- Conducts routine inspections of HVAC systems to identify potential issues and ensure optimal performance.
- Schedules and performs preventative maintenance on HVAC systems to enhance operational efficiency and extend equipment lifespan.
- Prepares necessary drawings and sketches for installation and repair projects to assist maintenance personnel.
- Operates and utilizes refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, and welding equipment safely and effectively.
- Collaborates with the HVAC Supervisor to estimate materials and equipment needs for upcoming projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the maintenance, repair and installation of HVAC Systems.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified HVAC Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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HVAC TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of the HVAC Supervisor, the HVAC Technician III oversees both skilled and unskilled trades and maintenance personnel engaged in the installation, troubleshooting, and repair of HVAC systems and related equipment within buildings and facilities. This position involves working with chiller plant operations, automated building control systems, and mechanical components. The HVAC Technician III is responsible for prioritizing work to address critical issues, providing on-the-job training to junior technicians, and oversee contractors during project inspections.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads and coordinates the maintenance, repair, and construction of HVAC systems and related equipment within buildings and facilities.
- Plans, schedules, assigns, and reviews work for team members, ensuring efficient workflow and task completion.
- Monitors and inspects work activities to ensure compliance with plans, specifications, codes, and safety standards.
- Plans job layouts and estimates materials, determining necessary equipment and tools for HVAC maintenance tasks.
- Creates drawings or sketches as required to assist maintenance personnel in performing work assignments.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of HVAC assets.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in the installation, maintenance, and repair of HVAC systems.
- Or equivalent combination of education, training, and experience.
- Certified HVAC Technician.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of HVAC equipment, chiller plants, building automation systems, cooling towers, and fire protection piping.
- Knowledge of codes, rules, regulations, and requirements relevant to safety and operational standards in HVAC systems.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority courteously and professionally.

PHYSICAL ABILITIES

- Standing and walking up to 6 hours per shift.
- Occasional sitting.
- Lifting up to 50 lbs or more.
- Frequent bending, stooping, pushing, pulling, dragging & reaching overhead.
- Occasional kneeling & crawling.
- Climbing up to 6 hours per shift.
- Occasional Typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals & Insects.
- Navigate very frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Very frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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INFORMATION SECURITY ANALYST I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Information Security, the Information Security Analyst I is responsible for supporting key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a solid understanding of current and emerging vulnerabilities and threats in the security industry, as well as key business and technological processes. The Information Security Analyst I performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Incident Response: Assisting in the detection and response to security incidents by following established protocols to mitigate risks and restore security.
- Vulnerability Assessment: Performing routine vulnerability scans and assessments to identify potential weaknesses in the organization's systems and networks.
- Security Audits: Participating in internal and external security audits to ensure compliance with security policies and regulatory requirements.
- Documentation and Reporting: Maintaining detailed documentation of security incidents, findings from audits, and vulnerability assessments, and generating reports for management.
- User Education and Awareness: Assisting in developing and delivering security awareness training for employees to promote best practices in information security.
- Policy Implementation: Helping to implement and enforce security policies, procedures, and guidelines within the organization.
- Must be able to participate in an on-call rotation or be on-call.
- Research and Analysis: Staying up-to-date with the latest security threats, vulnerabilities, and technology trends to inform security practices.
- Collaboration: Working closely with other IT and security team members to enhance the organization's overall security posture.
- Technical Support: Providing support for security tools and technologies, including firewalls, intrusion detection systems, and antivirus software.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree, or equivalent experience
- One (1) years of security knowledge and technical experience in a diverse range of IT systems – specifically with PCI compliance, logging solutions, vulnerability management solutions, Microsoft enterprise technologies, Cisco enterprise technologies, and Redhat Linux technologies, PCI compliance, logging solutions, vulnerability management solutions.
- At least one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, or CompTIA. Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Must have the ability to pass a background check.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.

Knowledge

- Fundamentals of Information Security: Understanding core concepts such as confidentiality, integrity, availability, and the principles of risk management.
- Network Security: Basic knowledge of network protocols, firewalls, VPNs, and intrusion detection/prevention systems (IDS/IPS).
- Operating Systems: Familiarity with various operating systems, especially Windows and Linux, including their security features.
- Security Frameworks and Standards: Awareness of standards and frameworks like NIST, ISO 27001, and PCI DSS.
- Threat Landscape: Understanding common threats, vulnerabilities, and attack vectors (e.g., malware, phishing, social engineering).
- Incident Response: Basic principles of incident detection, response, and reporting.
- Compliance and Regulatory Requirements: Knowledge of relevant laws and regulations affecting information security, such as GDPR, HIPAA, etc.

Skills

- Analytical Skills: Ability to analyze security incidents and identify patterns or anomalies in data.
- Technical Proficiency: Familiarity with security tools (e.g., SIEM, antivirus, vulnerability scanners) and basic scripting or programming skills (e.g., Python, Bash).
- Communication Skills: Clear verbal and written communication skills to convey security concepts and incidents to non-technical stakeholders.
- Problem-Solving Skills: Ability to troubleshoot and resolve security issues efficiently.
- Attention to Detail: Meticulousness in analyzing logs and reports to identify potential security threats.

Abilities

- Team Collaboration: Ability to work effectively in a team environment, collaborating with IT and security professionals.
- Continuous Learning: Willingness to stay updated on the latest security trends, threats, and technologies.
- Time Management: Ability to prioritize tasks and manage multiple assignments under tight deadlines.
- Ethical Judgment: Understanding the importance of ethical behavior in handling sensitive information and security matters.
- Adaptability: Ability to adapt to new tools, technologies, and processes in a rapidly changing field.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

INFORMATION SECURITY ANALYST III

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Information Security, the Information Security Analyst III is responsible for supporting key vulnerability management and security information event management functions. This role involves identifying, analyzing, and remediating potential environmental threats, requiring a solid understanding of current and emerging vulnerabilities and threats in the security industry, as well as key business and technological processes. The Information Security Analyst III performs essential client-facing managed security services activities.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist in establishing a mature and optimized Security Operations Center discipline to support managed security services.
- Identifies and remediates infrastructure and application vulnerabilities discovered during continuous scanning and regular penetration testing exercises and assist with risk prioritization.
- Analyzes and responds to security threats from various sources, including Firewall (FW), Antivirus (AV), Endpoint Detection and Response (EDR), Network Detection and Response (NDR), Email Security, and Cloud Security.
- Provides timely responses to clients with thorough and concise analysis and recommended actions regarding security threats.
- Conducts scanning and monitoring activities to provide in-depth visibility into potential known and unknown vulnerabilities and threats.
- Utilizes analytics tools to identify potential vulnerabilities and threats to the organization's environment.
- Detects, responds to, mitigates, and reports on cyber threats or incidents that may impact the organization's environment.
- Acts as an internal information security consultant to business and technology units, advising on risks, threats, and control practices related to Security Operations Center (SOC) assurance and response.
- Assists in the tuning of security consoles to optimize the performance and accuracy of alerts and monitoring.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree.
- Three (3) years of security knowledge and technical experience in a diverse range of IT systems – specifically with PCI compliance, logging solutions, vulnerability management solutions, Microsoft enterprise technologies, Cisco enterprise technologies, and Redhat Linux technologies, PCI compliance, logging solutions, vulnerability management solutions.
- At least one technical certification obtained in the last three years from the following organizations: Cisco, Microsoft, or CompTIA. Or equivalent combination of education, training, and experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- A Certified Information Systems Security Professional (CISSP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the roles and responsibilities within a Security Operations Center (SOC), Vulnerability Management, Security Information Event Management, Threat Hunting, or Threat Intelligence teams, demonstrating a desire for long-term growth in these areas.
- Ability to analyze security issues and develop effective solutions to complex problems.
- Ability to manage multiple tasks efficiently and prioritize work in a fast-paced environment.
- Skill with Vulnerability Management technologies to identify and remediate security risks.
- Skill with Security Information Event Management (SIEM) technologies to monitor and analyze security events.
- Skill with TCP/IP networking concepts, understanding how data flows across networks.
- Knowledge of routing and access control devices to secure network infrastructure.
- Skill with various operating systems, including Linux, Windows, iOS, and network operating systems, to support diverse environments.
- Skill with Endpoint and Network Detection and Response technologies to detect and respond to threats.
- Knowledge of cloud security configuration best practices to ensure secure cloud environments.
- Ability to conduct research on emerging threats and vulnerabilities to enhance the organization's security posture.
- Skill in documenting incidents, findings, and responses to ensure clear communication and reporting.
- Ability to work independently and as part of a team, contributing to a collaborative security environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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INTERNAL AUDIT INTERN

GENERAL DESCRIPTION

The Internal Audit Intern will support the internal audit team in evaluating the effectiveness of internal controls, risk management and governance processes within the organization. This internship provides valuable exposure to operational, financial, and compliance audits across various businesses and functions.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assists with the performance of attestation and consulting engagements during all phases of planning, fieldwork, and reporting.
- Assists in the preparation of audit workpapers and memos, as well as communicating with departments across the entire organization.
- Coordinates with supervisor and workpaper reviewer for feedback and learning opportunities.
- Assists the audit team with corrective action plan validation for proper and complete implementation.
- Assists the audit team with small projects and data collection as assigned.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Critical thinking**: Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork**: The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others.
- **Work Quality**: Adequate completion of work that is neat and accurate.

- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled in an accredited college or university in Accounting, Business Administration, Information Systems, Data Analytics or related field.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of Accounting, Data Analytics, Information Systems and/or Internal Audit practices.
- Ability to analyze and solve problems.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Occasional waking
- Frequent sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD CREDENTIALS SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Credentialing & Access Control Compliance Manager, the Lead Credentials Specialist completes various complex administrative duties relating to credentialing all Authority personnel and vendors/tenant. This role manages confidential correspondence while supporting the Credentialing and Access Control Compliance Manager. The Lead Credentials Specialist provides technical oversight to the Airport Credentials Specialist and serve as a knowledge resource to the team.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs various complex administrative and confidential functions and duties supporting the Credentialing and Access Control Compliance Manager.
- Assist in adjudicating all ID media applicants' Criminal History Records Check (CHRC) issued from the Federal Bureau of Investigations (FBI) to ensure the applicant's CHRC does not contain disqualifying information.
- Assist Aviation Authority staff and Tenant requests for Customer Border Protection approval to the Federal Inspection Services area of TPA.
- Exercises technical oversight and acts as the team lead of their respective area.
- Schedules, coordinates, and prepares meetings, meeting materials/handouts, appointments and conferences for the purposes of airport credentialing.
- Reviews and distributes detailed incoming and outgoing mail, electronic mail, correspondence, and statements for the department managers.
- Answers all questions relating to the badging and credentialing process, which includes handling sensitive security information, personally identifiable information and confidential records or information.
- Researches and responds to requests for information and assistance and determines priority status and refers to department manager, senior department manager, or other professional staff, as needed.
- Maintains accurate records of credentialing activities and ensure compliance with relevant regulations and policies.
- Assists in the development and implementation of credentialing procedures and best practices to enhance operational efficiency.

- Conducts periodic audits of credentialing records to ensure accuracy and compliance with established standards.
- Provides training and guidance to staff on credentialing policies and procedures to ensure understanding and compliance.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Four (4) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.

- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of aviation worker credentialing, security training, and access control processes.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing

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LEAD NETWORK ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Network Services, the Lead Network Engineer is responsible for overseeing and directing the IT resources involved in the installation and configuration of switches, routers, firewalls, and associated components, ensuring optimal performance and reliability of all Authority network systems. This leadership role serves as the primary authority for the planning, design, maintenance, and comprehensive monitoring of the network infrastructure, driving initiatives that align with organizational goals and industry best practices. The Lead Network Engineer will independently lead high-impact network projects, fostering collaboration and innovation within the team.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Offers expert guidance and advanced technical support for networking hardware and software services across the Authority, influencing the direction of network technologies and practices.
- Designs, builds, and implements comprehensive network infrastructure solutions, including LAN, WLAN, and WAN, to meet the evolving needs of the organization while ensuring scalability and resilience.
- Establishes and maintains protocols for the continuous availability of all data network services, leading proactive performance monitoring initiatives and swiftly addressing issues to minimize downtime.
- Mentors, trains, and develops the network operations team, fostering an environment of knowledge sharing and best practices in installation, configuration, and maintenance to elevate team capabilities and performance**.**
- Oversees the troubleshooting, maintenance, and repair of the network infrastructure, ensuring high levels of reliability and performance while implementing best practices for incident response.
- Proactively investigates and addresses network capacity-related issues, leading initiatives to optimize resource utilization and enhance overall network efficiency and performance.

- Conducts comprehensive evaluations of various network infrastructure solutions, providing strategic recommendations to meet organizational needs and enhance operational effectiveness while also assessing the potential impact of emerging technologies.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Three (3)to Five (5) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LEAD SYSTEMS ENGINEER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems Engineering, the Lead Systems Engineer is responsible for overseeing the strategic design, implementation, and continuous improvement of advanced systems, server hardware, and software solutions. This position provides expert-level technical guidance for mission-critical server and system services, proactively identifying and resolving complex issues that impact the organization's infrastructure. The Lead Systems Engineer plays a vital role in developing and mentoring technical teams, serving as the primary escalation point for intricate challenges and ensuring swift, effective resolutions. Furthermore, this role engages with senior leadership and cross-functional teams to define and implement best practices, enhancing operational efficiency and aligning technology initiatives with broader organizational goals.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strategic oversight and expert-level technical guidance for advanced server hardware and software services across the Authority, ensuring optimal performance, reliability, and alignment with organizational goals.
- Champions the design, implementation, and continuous improvement of operating systems and associated hardware and software components, establishing best practices and frameworks for system architecture.
- Develops and enforces policies for user directory management and permissions on server platforms, ensuring organized, secure access that complies with regulatory and organizational standards.
- Proactively monitors, diagnoses, and resolves complex operating system challenges, leveraging innovative troubleshooting methodologies to enhance system performance and reliability.
- Directs and mentors teams in troubleshooting, maintaining, and repairing operating systems and applications, ensuring minimal disruption and an exceptional user experience across the organization.
- Leads the development and implementation of comprehensive backup and recovery strategies to protect organizational data, ensuring business continuity and resilience against disruptions.

- Conducts thorough evaluations and makes strategic recommendations for advanced software and hardware solutions to address user needs, drive operational efficiency, and support the organization's long-term technological vision.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Five (5) years of information technology experience in advanced support of servers, systems, software, peripherals and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.

- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting over 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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LEAD TECHNICAL PROGRAM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager Technology Program Management Office, the Lead Technical Program Manager is responsible for leading and coordinating technical professional resources involved in the analysis, development, coordination, implementation, and documentation of new or existing information systems. This role is critical in ensuring that effective systems controls are established to support business operations and enhance overall efficiency. The Lead Technical Program Manager oversees complex project timelines, resource allocation, and budgets while facilitating effective communication among stakeholders to ensure that project objectives are met and aligned with organizational goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Oversees the formulation of project objectives and system development requirements to align with organizational goals.
- Participates directly in project development as needed, contributing technical expertise and leadership.
- Provides technical guidance and assistance to project staff to ensure the successful execution of projects.
- Monitors activities performed by project staff, ensuring that all products and documentation meet departmental standards.
- Analyzes methods of obtaining and presenting information, reviewing and evaluating alternative sources to enhance project outcomes.
- Prepares detailed specifications for information systems to guide development and implementation processes.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships.
- Develops plans for testing and implementing systems, monitoring these processes to ensure desired results are achieved.
- Facilitates work processes for staff, including projects, tasks, and resources, utilizing various methodologies such as Waterfall, Agile, and SCRUM.

- Identifies and manages project risks, implementing mitigation strategies to minimize impact on timelines and deliverables.
- Lead post-project evaluations and lessons learned sessions to improve future project planning and execution practices.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Business Management or directly related field.
- Five (5) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Project Management Professional (PMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in at least one relevant technical domain (GIS, Data, ERP, Cloud, Network, Infrastructure, etc.).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of strong leadership principles, team-building techniques, employee engagement strategies, and consensus-building.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours
- Frequent Walking
- Occasional lifting up to 25 lbs.
- Continuous typing

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LEADERSHIP AND EMPLOYEE DEVELOPMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Leadership & Employee Development, the Leadership & Employee Development Manager plays a vital role in enhancing the organization's retention, growth, and succession strategies. The Leadership & Employee Development Manager utilizes their functional expertise and strategic thinking abilities to build and sustain an unparalleled development program. The manager will actively promote the organization's values by incorporating them into all learning and development programs, fostering a culture of continuous improvement and empowerment for individual leaders and their teams.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Designs, develops, implements, and maintains the organization’s annual performance appraisal system, leadership and employee development program, and effective succession planning initiatives.
- Makes process and system enhancements recommendations to ensure an effective performance management program.
- Oversees the creation of e-learning courses, career plans, workshops, and other training modalities to support employee development.
- Collaborates with other departments to develop a functional and engaging content library as a core learning resource.
- Provides departmental coaching to promote and sustain a positive organizational culture.
- Works closely with other Human Resources (HR) professionals to understand the employee life cycle and recommend process improvements.
- Develops and empowers individual leaders to cultivate their teams and future leaders.
- Conducts follow-up studies on completed training programs to evaluate and measure their effectiveness.
- Advocates for the organization’s values and creatively incorporate them into all learning and development initiatives.
- Stays informed about multi-industry trends to position the organization as a benchmark for training excellence.
- Consults with HR department leadership on annual budgeting related to training and development.

- Analyzes training feedback and performance data to continuously improve learning programs.
- Fosters an environment of continuous learning and improvement across the organization.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Capital, Industrial or Organizational Psychology, Training, Development, or related educational track.
- Four (4) years of experience Implementing, utilizing, and maintaining learning management and performance management technology.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Suite and other training and development platforms.
- Knowledge of adult learning principles, training methodologies, and development strategies to enhance employee skills and capabilities.

- Knowledge of HR principles, practices, and trends, particularly in leadership development, employee engagement, and succession planning.
- Knowledge of performance measurement systems and goal-setting processes to enhance individual and team performance.
- Knowledge of organizational development theories, strategies, and best practices to drive positive organizational change and growth.
- Knowledge of change management principles, enabling effective navigation and leadership through organizational transitions.
- Knowledge of leadership theories and the ability to inspire, motivate teams, and foster a positive work environment.
- Skill in planning, executing, and evaluating organizational development initiatives, including budgeting and resource allocation.
- Skills in analyzing and problem-solving, with the ability to identify issues, analyze data, and implement innovative solutions.
- Ability to use learning management systems and other technology tools relevant to training and development.
- Ability to command respect and positively influence others, exhibiting leadership presence within the organization.
- Ability to work effectively in a diverse and inclusive environment, demonstrating awareness and sensitivity to cultural differences.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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LEGAL INTERN

GENERAL DESCRIPTION

Under the general direction of an Assistant General Counsel, the Legal Intern assists the legal team in various tasks related to legal research, document preparation, and case management. The intern conducts research on legal issues, drafts memos and briefs, and helps organize case files while adhering to confidentiality and ethical standards. Additionally, the Legal Intern participates in team meetings, gaining insights into legal practices and procedures while developing essential skills for their future career in law.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assist with legal research on various topics and issues to support ongoing cases and projects.
- Drafts and prepares legal documents, memos, and correspondence under the guidance of supervising attorneys.
- Organizes and maintains case files, ensuring all documents are accurately filed and easily accessible.
- Attends team meetings and takes notes, summarizing key discussions and action items for follow-up.
- Reviews and summarizes legal materials, including contracts, briefs, and other documentation.
- Supports the legal team in preparing for hearings, depositions, or meetings by compiling relevant information and materials.
- Assists with administrative tasks, such as scheduling meetings and managing calendars for legal staff.
- Participates in training sessions and workshops to enhance legal knowledge and skills.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.

- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Currently enrolled in an accredited college or university in Law, Public or Business Administration, or a related field.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proficient in using Windows and Microsoft Office Software (Word, Excel, Projects, and Outlook).

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic understanding of laws relevant to aviation operations.
- Knowledge of professional standards and practices to demonstrate a positive and professional image in all interactions.
- Knowledge of Microsoft Office Suite (Word, Excel, Projects, and Outlook).
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

LOGISTICS COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Electronics Manager, the Building Logistics Coordinator performs a crucial role in planning and coordinating Authority special events, collaborating with various departments to ensure successful execution. This role also involves operating power equipment and ensuring cleanliness and organization at work sites after project completion. Aditionally, the coordinator will perform skilled work across multiple trades in the construction, maintenance, and repair of buildings, equipment, and facilities. ***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.***

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Assists in the planning and coordination of Authority special events, ensuring all logistical aspects are addressed.
- Performs skilled repairs in plumbing, including water lines, fixtures, and related equipment to ensure functionality.
- Conducts maintenance and repairs in carpentry, plastering, furniture, shelves, doors, and windows as needed.Participates in the erection of small structures and manage complex alterations and repairs related to plumbing, brick, cement, and carpentry work.
- Paints both the interiors and exteriors of buildings to maintain aesthetic standards and protect surfaces.

- Operates power equipment, including drill presses, threading machines, drain cleaning machines, air compressors, and gas-operated saws.
- Monitors and maintains inventory of tools and materials necessary for repairs and event preparations.
- Participates in training and development opportunities to enhance skills related to building maintenance and event coordination.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in trades work.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Maintenance Professional Certification preferred (FMP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance principles, techniques, and best practices to ensure efficient operations.
- Knowledge of plumbing systems, carpentry, painting, and general repair methods necessary for facility upkeep.
- Extensive knowledge of safety procedures and the proper use of safety equipment in building maintenance.

- Skill in the use of hand and power tools, including electrical and gas-operated equipment used in construction and maintenance tasks.
- Ability to read and interpret blueprints, drawings, and technical specifications accurately.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing and sitting up to 6 hours per day.
- Frequent sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending & stooping.
- Frequent pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Occasional exposure to extreme weather and excessive noise.
- Frequent use of car/light truck.
- Occasional use of heavy equipment.
- Frequent use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

Lost and Found & Volunteer Ambassadors Manager

GENERAL DESCRIPTION

Reporting to the Senior Manager of Guest Experience, the Lost and Found & Volunteer Ambassadors Manager performs managerial duties and is responsible for overseeing the day-to-day operations of the Volunteer Ambassador Program and the Tampa International Airport's Lost and Found section. The position is responsible for the recruitment and training of volunteer ambassadors and the daily staffing of the airports' various information kiosks. Duties include maintaining a positive relationship with the Local Visitor and Convention Bureau Partners. The position is further responsible for coordinating and supervising Lost & Found Coordinators and overseeing cataloging, inventory, and audit controls for lost and found property.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the day-to-day operations of Volunteer Ambassador program and the Lost and Found section.
- Directs the allocation of resources to achieve timely outcomes and meet goals.
- Supervises and provides guidance and training to assigned staff; assigns, monitors and reviews work; evaluates performance and initiates corrective action as needed, including separation from employment.
- Reviews and acts on administrative and operational concerns.
- Conduct annual and bi-annual audits of Lost and Found property in accordance with authority standard procedures and FL statutes.
- Develops work standards and guidelines for the Volunteer Ambassador program and the Lost and Found section. Implements goals, objectives, and procedures.
- Clarifies and resolves day-to-day issues regarding organizational procedures, practices, programs, and projects.
- Assesses staffing needs and identifies shortfalls; interviews, recruits, and makes a recommendation to hire new staff.
- Monitors status of allocated funds and controls expenses.

- Coordinates with other departments within HCAA and external agencies/departments to ensure efficient flow of communications and services.
- May represents the Guest Services department at meetings, functions, and events within HCAA.
- Performs other related duties as required.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Graduation from a high school or possession of a GED Certificate
- Four (4) years of experience in guest relations or customer service.
- Two (2) years of customer service supervisory experience leading a team of five or more in a public contact capacity

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PREFERRED QUALIFICATIONS

- Associate's or Bachelor's degree in Hospitality, Business, Communications, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of Airport and community resources and available informational services.
- Ability to lead others effectively.
- Ability to maintain positive employee engagement.
- Working knowledge of office practices and procedures.
- Ability to develop and assign work schedules.
- Skill in making presentations to groups.
- Working knowledge of Microsoft Word, Excel, and PowerPoint.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Occasional lifting up to 50 lbs. or more
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of company vehicle

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LOST AND FOUND PROPERTY CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Lost and Found Property Control Coordinator is responsible for the efficient handling, cataloging, and return of lost items to their rightful owners at the Authority. This position requires a detail-oriented individual who can effectively coordinate with various airport departments and utilize technology for tracking lost items. The Coordinator also provides exceptional customer service, ensuring that passengers are kept informed throughout the retrieval process while maintaining compliance with airport and airline policies regarding lost and found operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Receives, documents, and categorizes lost items promptly, ensuring accurate records are maintained for each item that enters the lost and found department.
- Utilizes database systems to track and log lost items, maintaining an organized inventory that allows for efficient retrieval and matching with reported lost items.
- Liaises with airport staff, security, airlines, and passengers to facilitate the return of lost items.
- Provides exceptional customer service by responding promptly to inquiries and keeping individuals informed throughout the retrieval process.
- Generates reports detailing the status of lost items, trends in lost property, and any improvements needed in the lost and found process.
- Ensures compliance with airport and airline policies regarding the handling, storage, and disposal of lost items.
- Follows established procedures for the safekeeping and eventual disposal of unclaimed items.
- Works closely with airport authorities, security personnel, and relevant departments to enhance the efficiency of lost and found operations.
- Identifies areas for process enhancement, suggest improvements, and implement best practices to streamline the lost and found procedures.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years experience in customer service and/ or inventory management.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules governing the Lost and Found area to ensure compliance and effective operations.
- Knowledge of data management techniques and inventory control, enabling accurate tracking and cataloging of lost items.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Pushing, pulling and/or dragging, bending, stooping & reaching overhead

- Continuous typing
- Occasional use of car/light truck

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MAINTENANCE DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Maintenance Duty Manager (MDM) ensures optimal maintenance and upkeep of airport facilities, systems, and equipment in accordance with industry standards. This role focuses on exceeding customer expectations in terms of safety, security, aesthetics, and reliability across various airport infrastructures, including terminal buildings, roadways, airfield pavements, and parking facilities. The Maintenance Duty Manager leads Maintenance Department activities and serves the primary point of contact for emergency situations and managing maintenance contracts.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Acts as a resource for employees and construction subcontractors, providing guidance to minimize incidents and exposures.
- Represents the Maintenance Department during off-hours, weekends, and holidays to coordinate with relevant airport departments.
- Provides consistent leadership and decision-making support for shift personnel to ensure smooth operations.
- Serves as the departmental liaison during Automated People Mover (APM) outages, coordinating response and recovery efforts.
- Conducts inspections for Quality Control/Quality Assurance of facilities and equipment to ensure compliance with standards.
- Determines service needs and assess personnel/vendor requirements for maintenance tasks and projects.
- Manages, coordinates, and monitors contractor performance for assigned contracts to ensure quality and compliance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Three (3) years experience in managing operations at an airport, or in a comparable industry of similar size.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of facility management principles and practices, particularly in the context of airport operations.
- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.

- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing & walking.
- Frequent sitting.
- Occasional lifting up to 50 Ibs.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Frequent exposure to extreme weather, noxious fumes, chemicals, & insects.
- Navigate frequently heights and confined areas.
- Frequent exposure to excessive noise.
- Frequent use of car/ light truck
- Frequent heavy equipment & power tools.

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MAINTENANCE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Maintenance Project Manager manages both complex, large-scale capital projects and smaller maintenance refurbishment initiatives. This position coordinates project scopes, schedules, and resources while providing high-level technical support throughout all project phases, including design planning and construction oversight. The Maintenance Project Manager also manages contracts, ensures regulatory compliance, and monitors budgets. Additionally, the position involves collaboration with various departments and stakeholders, problem-solving to address operational challenges, and analyzing utility data to support sustainability initiatives and enhance operational efficiencies.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project schedules and allocate resources effectively to meet deadlines.
- Implements best practices in project management to improve processes and outcomes.
- Provides high-level technical support throughout all project phases, including design planning, construction oversight, and closeout.
- Prepares contract drafts, requests for proposals, and related documentation for projects.
- Ensures compliance with Authority Construction Program requirements, regulations, and procedures.
- Identifies and resolves project management, administrative, and operational issues to maintain project flow.
- Analyzes utility costs and consumption data to forecast budgets and enhance operational efficiencies.
- Conducts regular project status meetings to communicate updates and address concerns with stakeholders.
- Trains and mentors junior staff or project team members as needed.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Engineering, Construction Management, or related field.
- Three (3) years experience in project management, construction management, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management theory, techniques, and tools.
- Knowledge of mechanical and electrical systems related to central energy plants and large commercial facilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking and sitting up to 6 hours per day.
- Occasional bending & stooping.
- Continuous typing.
- Continuous use of car/ light truck.

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MANAGER OF ACCOUNTING

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Manager of Accounting is responsible for managing the general ledger and accounting methodologies that facilitate the preparation of monthly, quarterly, and annual financial packages. This role oversees the completion of the Authority's financial package preparation and directs the monthly, quarterly, and year-end closing activities of accounts payable. Additionally, the Manager leads and supervises all accounting functions for the Authority, including accounts payable, general ledger management, and financial reporting, while ensuring the integrity of financial controls and compliance with established procedures.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs the monthly, quarterly, and year-end closing activities of accounts payable to ensure timely and accurate financial reporting.
- Oversees the financial system general ledger, evaluating its effectiveness and recommending enhancements to senior management.
- Play a critical leadership role in testing and implementing upgrades to the financial management system, providing necessary training to staff.
- Ensures the integrity of financial controls over the Authority's books and records, ensuring compliance with established procedures.
- Manages the external financial audit process, serving as the primary contact for the audit team and ensuring smooth communication.
- Ensures accurate and timely flow of information to auditors, coordinating data requests and responding to inquiries effectively.
- Prepares assigned schedules and notes for financial statements, ensuring all information is accurate and complete.
- Manages and reviews the Authority's bank reconciliations prepared by staff to ensure accuracy and timeliness.
- Prepares and presents financial reports and analyses to senior management, offering insights and recommendations for decision-making.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance or related field
- Six (6) years related experience.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Accountant.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in accounting, finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of professional and departmental standards for conducting comprehensive auditing programs, ensuring adherence to best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Ability to analyze transactions and financial reports, making appropriate corrections to entries as necessary to maintain accuracy.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 25 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MANAGER OF BUSINESS SYSTEMS ANALYSIS

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Business Systems & Product Strategy, the Manager of Business Systems Analysis leads functional and technical support teams responsible for enterprise application enhancements, issue resolution, and project implementation. This role manages specialized teams focused on Geographic Information Systems (GIS) or Oracle Enterprise Resource Planning (ERP) solutions, depending on departmental assignment. The Manager develops and maintains departmental budgets, implements project management best practices, and cultivates high-performing teams while prioritizing stakeholder satisfaction. This role is critical in bridging the gap between business needs and technical solutions, overseeing the analysis, design, and implementation of systems that support business operations.

Requires availability for emergency call-in

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works closely with business stakeholders to understand their requirements for new or existing systems through interviews, workshops, and analysis sessions to comprehensively elicit, document, and analyze requirements.
- Collaborates with technical teams and architects to design systems that meet identified business requirements, including defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables align with organizational needs.
- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Ensures the quality of system deliverables through rigorous testing and validation by developing test plans, coordinating testing activities, and overseeing the resolution of issues and defects.
- Ensures business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and assesses risks associated with business systems initiatives and develop mitigation strategies to minimize impact on project success.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Five (5) years experience in business analysis or systems analysis and quality assurance testing, or related field.
- Two (2) years supervisory experience.
- At least one advanced certification in analytics/business analysis, project management, or in product leadership/product ownership. Relevant certifications in domain areas such as Oracle ERP, GISP, etc. At least one certification in testing approaches and frameworks.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of quality assurance principles and practices, including testing methodologies, test planning, and defect management to ensure the quality and reliability of system deliverables.
- Knowledge of performance metrics and reporting techniques to evaluate the effectiveness of business systems and processes.
- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing
- Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) or short periods in different work positions

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

Manager of Digital Technology

GENERAL DESCRIPTION

Under the general direction of the Director of Digital Technology, the Manager of Digital Technology oversees a team responsible for the development, deployment, and management of digital technologies designed to enhance passenger experiences and improve operational efficiency for the Authority. This position oversees the two square mile campus of applicable solutions 24 x 7 without pause. Additionally, this position focuses on integrating the audiovisual (AV) systems, digital signage, flight information displays, advertising digital content, LiDAR technology, and various passenger processing solutions while collaborating with cross-functional teams, stakeholders, and technology vendors to ensure successful implementation. The Manager of Digital Technology manages IT technical work, ensuring the success of resolving unique challenges, and critical operational tasks that directly impact the travel experience 24 hours a day and 7 days a week. This position requires the vision of taking the current technology installed and the technology available but not yet in play and enhance the customer experience for TPA. This position also requires the ability to drive high performing results within the campus, through decisive decisions with new technology and feature rich solutions.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- This position requires driving results through strategic plans, project updates, and performance metrics to the Director, ensuring alignment with organizational goals.
- Accountability with regards to the planning, budgeting, and execution of large-scale digital technology projects, ensuring completion on time and within scope.
- With decisive decision making this position oversees the integration of AV, digital signage, and LiDAR technologies to improve passenger experience and operational workflows.
- Driving results within the intense audio-visual platform across the campuses, 4 million dollars a year in advertising revenue and a 15 million dollar digital sign footprint across the campus.
- Creating a team-based relationship with internal departments and external vendors to facilitate successful project outcomes and ensure seamless integration of digital technology solutions.
- Develops and implement systems for passenger processing to streamline check-in, security, and boarding processes.
- Prepares and delivers comprehensive results-based reports on technology performance, project status, and innovation initiatives to inform strategic decision-making.

- Ensures all digital technology implementations comply with relevant regulations and standards, implementing robust security measures.
- Monitors and manages service requests and incidents within the IT Service Management (ITSM) tool, ensuring operational efficiency and timely resolution.
- Continually evaluates and identifies opportunities to improve efficiency and effectiveness in resolving issues and enhancing technology services provided to stakeholders.
- Driving decisive cross-functional teams in the execution of complex projects, ensuring effective collaboration and communication throughout the project lifecycle.
- Drives a proactive approach to technology management, anticipating challenges and implementing solutions before issues arise.
- Has the accountability to design and present to all layers of management, including the executive team to support new ideas and challenges.
- Overseas annual budget exceeding a million dollars O&M and one to three million dollars capital investment.
- Participates in the long-term vision and technology vision for future capital projects as they arise.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of information technology experience in user support of desktops, applications, printers, peripherals, and cabling**.**
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of Passenger Processing experience or equivalent technology leadership
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital technology systems.
- Knowledge of industry standards and best practices related to technology integration and operational efficiency in an airport environment.
- Knowledge of project management principles, including budgeting, planning, and execution of digital technology projects.
- Knowledge of relevant regulations and compliance standards pertaining to airport operations and digital technologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing

- Occasional use of car/light truck
- Occasional use of power tools

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MANAGER OF EMERGING TECHNOLOGY

GENERAL DESCRIPTION

Under the general direction of the Director of Digital Technology, the Manager of Emerging Technology oversees the development, deployment, and management of advanced passenger processing solutions designed to enhance the passenger experience and improve operational efficiency for the Authority. Additionally, the position involves performing Information Technology (IT) technical work on all Common Use technology, Biometric processing inbound and outbound, Self-Service Bag Drop Solutions, Kiosk, over (15) LiDAR solutions, and passenger processing applications, while effectively managing the complexities of public-facing solutions. The Manager of Emerging Technology analyzes and resolves a variety of unique challenges under minimal supervision, providing critical technology. This position oversees the two-square-miles campus of applicable solutions 24 x 7 without pause with the understanding that flights can be delayed or missed based on the management and decision making of this team. This position requires the vision of taking the current technology installed and the technology available but not yet tested to change the customer experience for TPA.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead a team by driving results in the design, deployment, and maintenance of advanced passenger processing solutions, including kiosks, self-service bag drops, LiDAR technologies and E-Gate biometrics.
- Manages the planning, budgeting, and execution of passenger processing technology projects, ensuring timely and within-scope delivery.
- Drives results by developing and implementing passenger processing systems that streamline check-in, security, and boarding processes.
- Makes decisive decisions to ensure robust security measures are in place to protect sensitive data and systems from potential cyber threats.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Promotes accountability by designing and presenting to all layers of management including the executive team to support new ideas and challenges.
- Makes decisive decisions regarding performance and stability with regard to the support of inbound and out bound flights.

- Drive results by overseeing annual budget exceeding two million dollars of O&M and one to five million dollars capital investment.
- Participates in the long-term technology vision for future capital projects as they arise.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversee the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.
- Drive decisions with staff by optimizing the skills sets to ensure coverage across the growing level of responsibility.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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- Comply with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate’s Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in Common Use and passenger processing with a broad technology background, or similar experience.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of Passenger Processing experience or equivalent experience
- CompTIA A+ Certification.
- CompTIA Network+ Certification.
- MCDST - Microsoft Certified Desktop Support Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of industry trends and emerging technologies relevant to passenger processing and airport operations.
- Knowledge of project management principles, including planning, budgeting, and execution of technology projects.
- Knowledge of System Center Configuration Manager (SCCM) being an advantage
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting for up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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MANAGER OF SOFTWARE ENGINEERING

GENERAL DESCRIPTION

Under the general direction of the Director of Software Engineering and PMO, the Manager of Software Engineering is responsible for directing the design, development, implementation, and support of the Authority's business requirements and applications, including integrations, data analytics, reports, and dashboards. The Manager of Software Engineering interprets functional requirements, ensure the creation of technical specifications and design documentation, and oversees development and unit testing while adhering to SDLC and change management processes. Additionally, this role includes managing data migrations and archiving, configuring and supporting integrations with third-party products and cloud applications, and providing ongoing support, fixes, and enhancements for existing applications and products.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Organizes and leads workshops, seminars, and hackathons to promote knowledge sharing and encourage the adoption of new technologies and techniques within the development team.
- Monitors the performance of applications post-implementation to identify areas for enhancement and ensure ongoing system efficiency.
- Collaborates with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables meet organizational needs.
- Ensures that business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and manages risks associated with application development projects, implementing mitigation strategies to minimize impact on project timelines and outcomes.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in application development and quality assurance testing, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- At least one advanced technical certification in the areas of Cloud, Object Oriented Programming, Enterprise Architecture or Data, etc. as well as certification in project leadership such as: PMI, CSM, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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MARKET INTELLIGENCE ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Market Intelligence Analyst is responsible for generating data-driven insights that support the Authority's air service development efforts, marketing strategies, and overall strategic objectives. This role emphasizes the use of data analytics and other tools to enhance the Authority's business and market intelligence initiatives. Additionally, the Market Intelligence Analyst creates comprehensive multimedia presentations and reports that effectively communicate research findings and recommendations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Takes full responsibility for building accurate and relevant data dashboards, performance reporting, and campaign measurement for projects spanning topics across the Authority.
- Independently and proactively scopes ambiguous research or data questions into structured analytical plans.
- Manages end-to-end research projects (e.g., customer surveys, qualitative feedback synthesis, market/competitor research, etc.).
- Tracks and reports on key performance indicators related to marketing and air service development strategies, providing insights for continuous improvement.
- Responds to ad hoc research requests from internal stakeholders, providing timely and relevant data analyses to support their needs.
- Manages ongoing ASQ survey process and vendor, as well as other external data vendors as the need arises.
- Creates high-quality multimedia presentations and written reports that communicate research results, findings, and recommendations effectively. Flags risks, anomalies, or resourcing constraints early and proposes solutions.
- Provides clear, confident analytical recommendations that influence marketing, strategic and business decisions.
- Pushes back respectfully when data contradicts assumptions.
- Introduces new ideas — better metrics, improved processes, smarter experimentation — based on observed patterns.
- Combines passenger behavior analysis, competitive research, and other data to identify trends and build a clear picture of what's happening and why.
- Influences through information-sharing and clarity rather than authority.

- Brings a “shared success” mindset—proactively looking for ways to support team goals.
- Maintains clean, trustworthy datasets and pipelines.
- Facilitates conversations that connect insights to action.
- Acts as a thought partner to marketing, strategy and others, not just a report generator.
- Improves team understanding of data definitions, KPIs, and best practices.
- Brings structure to ambiguous tasks.
- Assists with other Marketing, Communications & Strategy department activities as needed including but not limited to community outreach events and in-terminal passenger marketing activations and celebrations.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical Thinking:** Able to analyze a situation from different points of view; considers current and future impacts of decisions; Objective evaluation of an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Data Analytics, Business Analytics, or related field.
- Three (3) to five (5) years experience in performing statistical analysis, data analysis, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of data analysis principles and techniques, including advanced statistical analysis and data mining, to support research objectives.
- Knowledge of business intelligence software, tools and online data resources such as Power BI, Excel and other use-specific software that is used to collect, analyze, and present market data to support strategic decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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MARKETING COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Digital Marketing & Strategy, the Marketing Coordinator is responsible for providing daily support for various marketing initiatives and managing community events, including participation in outreach events and parades as well as the procurement of promotional items. This role oversees the purchasing process for promotional materials, managing inventory, and coordinating logistics for marketing-funded events. The coordinator also assists with advertising campaigns and marketing projects, ensuring alignment with brand standards and budget constraints, while fostering strong relationships with vendors and stakeholders to enhance the Authority's community presence.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Manages all aspects of the purchasing process for promotional items for the Authority, including tracking inventory, processing requests, and maintaining internal client and vendor relationships.
- Coordinates the gathering of quotes and samples for promotional items, ensuring all creative materials meet brand standards before procurement.
- Oversees the distribution of promotional items, ensuring that all purchases and forecasts stay within established budget limits.
- Organizes and manages marketing-funded community events, such as parades, pride events, and festivals, to achieve strategic marketing strategies via community engagement.
- Coordinates logistics for large on-site events, ensuring smooth execution and participant satisfaction.
- Assists with marketing initiatives and advertising campaigns by producing on-site signage, managing sweepstakes, placing purchase orders and handling invoices, and coordinating execution of campaigns.
- Responds to inquiries and provides assistance to staff and the public regarding marketing initiatives, promotional items, and community events.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Less than one (1) year experience providing administrative support, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of purchasing processes and inventory management related to promotional items, ensuring compliance with organizational standards.
- Knowledge of marketing principles and practices, particularly in relation to community engagement and promotional strategies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling & dragging

- Continuous typing
- Occasional use of car/light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MARKETING EVENTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs and Partnerships , the Marketing Events Manager is responsible for overseeing the planning, coordination, and supervision of marketing-related events and initiatives. This role involves managing a cross-departmental team of administrative, technical, and clerical staff as well as vendors to ensure successful execution of programs and services that enhance the Authority's community engagement and brand visibility. The Marketing Events Manager develops and implements strategies to meet organizational goals, allocate resources effectively, and ensure compliance with relevant policies and standards while fostering a collaborative environment within the team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive events strategy to promote the Authority's services and facilities.
- Plans and executes events of all sizes, promotional activities and community outreach programs for the Authority.
- Manages the day-to-day operations of events for the Marketing & Communications team as well as for other Authority departments as needed, coordinating and administering assigned programs and resources effectively.
- Manages meetings and events from conception to execution, ensuring all aspects are running smoothly.
- Researches and contracts with appropriate vendors, assures Risk Management compliance, coordinates logistics, and processes payments.
- Plans, schedules and manages in-terminal entertainment in keeping with established budgets.
- Manages installation of holiday decorations at TPA, including oversight of contract and vendor.
- Monitors the budget for Marketing events, ensuring effective control of expenses and alignment with financial goals.
- Coordinates with other departments and external agencies to ensure efficient communication and service delivery for events.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Events Management, or related field.
- Three (3) years experience managing and/or planning events, or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of marketing principles and practices, particularly in relation to community engagement and promotional strategies.
- Knowledge of procurement processes related to promotional items, including vendor management and contract compliance.
- Knowledge of community relations and outreach strategies to promote the Authority's initiatives and enhance public engagement.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MARKETING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Marketing Programs & Partnerships, the Marketing Manager is responsible for maintaining well-organized, efficient, and effective project and program management. The role focuses on understanding and executing effective strategies in marketing art, and community engagement. Collaborating closely with diverse community partners and airport departments throughout the Authority, the Marketing Manager oversees several significant ongoing projects, while simultaneously completing other assignments.

Ability to work in dynamic environments with varying schedules and shifts including occasional nights and weekends as needed.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the Call for Artists process, selection, installation, and maintenance of public art by collaborating with the Public Art Selection Committee, Planning & Development, Procurement, Legal, and Operations departments.
- Oversees the Authority's rotating art exhibit program, evaluating opportunities and value to the community, TPA patrons and employees. Negotiates, curates and installs temporary exhibits that align with the airport's policies and strategic objectives in order to build positive relationships with the art community and provide a variety of opportunities for the traveling public to engage in artistic excellence while simultaneously enhancing the Airport environment.
- Assists with identifying and negotiating in-kind sponsorship agreements with community entities to enhance the airport's community engagement efforts by showcasing community events, cultural or sporting event or programs important to the Tampa Bay region and then activating community awareness programs throughout the Airport.
- Coordinates the planning and execution of the Authority's annual "5K on the Runway" community outreach and fundraising event for United Way Suncoast, ensuring all logistics and marketing efforts are managed effectively.
- Coordinates the planning and execution of the Authority's annual Employee Giving Campaign, ensuring all logistics and marketing efforts are managed effectively. Serves as the primary contact for United Way Suncoast.
- Assists in creating and implementing marketing strategies based on the Authority's goals and community engagement initiatives. Identifies and manages other Marketing Department projects as needed.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business, Marketing, Communications, Public Relations, Art, or related field.
- Three (3) years of experience in marketing, project management or related field.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience buying or selling media.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project or program management principles and best practices, particularly as they relate to marketing initiatives and community engagement.
- Knowledge of the principles of marketing, branding, and public relations, with a strong orientation towards enhancing customer experiences.

- Knowledge of public art programs and appreciation for artistic initiatives, enabling effective management of related projects and collaborations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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MARKETING MEDIA PRODUCER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy & User Experience, the Marketing Media Producer serves as a key member of the Authority's Design Studio, responsible for delivering high-quality photographic, video production, and audio/visual support services to a diverse range of internal and external clients. This position uses technical expertise and creative sensibility to develop visually compelling media that enhances the Authority's brand. The Marketing Media Producer manages all aspects of media production, from concept and scripting to filming, editing, and final presentation, while ensuring alignment with the HCAA branding standards and objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes the complete production process for training, promotional, and other videos, from scripting and video capture to final editing and presentation.
- Captures, edits, and converts digital photographs and recordings, ensuring proper export formats for various mediums, including print, social media, and web platforms.
- Builds and maintains an organized image and video library, managing its content for easy access and retrieval by stakeholders.
- Works closely with the Marketing & Communications and Design Studio teams to successfully complete multi-level projects that align with departmental goals.
- Provides creative and technical support for staff and community events, including video capture, photography, and audio/visual setup and troubleshooting.
- Performs minor repairs and routine maintenance on production equipment to ensure optimal functionality.
- Makes purchasing recommendations for new equipment and supplies to enhance production capabilities and efficiency.
- Reviews and approves onsite video and photography requests from external entities, ensuring alignment with brand standards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Marketing, Media Production, Photography, or related field.
- Three (3) years experience in design, videography, video editing, and photography, including workflow, equipment, creative techniques, technical expertise and delivery formats.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of photographic and video production techniques, including familiarity with different formats for print, social media, and web placement.
- Knowledge of audio/visual equipment and software used in the production and editing processes to ensure high-quality outputs.
- Knowledge of current trends in videography and photography, enabling the application of innovative techniques and ideas in marketing initiatives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Occasional climbing
- Continuous typing
- Occasional use of car/light truck

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MATERIALS MANAGEMENT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Non-Capital Programs and Materials Management, the Materials Management Manager is responsible for overseeing administrative and warehouse duties related to property and inventory control of organizational assets. The manager has a deep understanding of warehouse and inventory principles, including Supply Chain Management (SCM), along with proficiency in relevant software applications for inventory management and tracking. The Materials Management Manager is expected to multitask efficiently, prioritize effectively, and contribute to a collaborative work environment to achieve organizational goals.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements effective SCM strategies and practices to optimize resources.
- Oversees inventory control and maintains the security of the inventory located in Authority Warehouses
- Oversees the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.
- Keep inventory control systems up to date and plan future warehouse capacity requirements.
- Oversees the Authority's Fuel Management System, including monthly reporting, and issues.
- Oversees the attic stock program.
- Oversee the receiving and disposal of surplus stock, including the preparation of Board Documents.
- Oversee Materials Management Key Performance Indicators (KPIs), including Days to Replenish and Daily Receipts.
- Responsible for titling, registration and signing for all Fleet vehicles and trailers on behalf of the Authority.
- Prepares clear and concise reports, emails, and presentations to inform and update relevant parties.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma
- Four (4) years experience warehousing, procurement, SCM, and/or property control.
- or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Forklift Certified.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of supplier management practices to optimize resources and enhance procurement efficiency.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 60 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing.
- Occasional use of car/light truck
- Continuous computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

NETWORK ENGINEER I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Network Services, the Network Engineer I is responsible for the installation and configuration of switches, routers, firewalls, and associated components to ensure the smooth operation of all Authority network systems. This role handles basic network-related projects independently, addressing advanced work problems and tasks with minimal supervision. Additionally, the Network Engineer I serves as the initial escalation point for unresolved issues from lower support tiers, focusing on areas such as switches, routers, firewalls, controllers, and access points.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs basic setup, installation, and configuration of operating systems, including networking hardware and software components.
- Designs, builds, and implements functional network infrastructure, including LAN, WLAN, and WAN to support organizational needs.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assist with troubleshooting, maintenance, and repair of operating systems and applications, ensuring minimal disruption to users.
- Supports backup and recovery processes to protect data integrity and ensure business continuity.
- Assists in evaluating and recommending various software and hardware solutions to meet user needs and enhance operational effectiveness.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 60 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

NETWORK ENGINEER III

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Enterprise Network Services, the Network Engineer III is responsible for leading the IT resources in the installation and configuration of switches, routers, firewalls, and associated components to ensure the smooth operation of all Authority network systems. This position serves as the primary point of contact for planning, designing, maintaining, and monitoring all aspects of the network infrastructure. Additionally, the Network Engineer III independently performs complex network-related projects and supports the resolution of advanced issues in areas such as switching, routing, and network security, acting as an escalation point for unresolved problems from lower support tiers.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides advanced technical support for networking hardware and software services for the Authority.
- Designs, builds, and implements functional network infrastructure, including LAN, WLAN, and WAN to support organizational needs.
- Ensures the continuous availability of all data network services, proactively monitoring performance and addressing issues as they arise.
- Mentors and trains the network operations team in installation, configuration, and maintenance best practices to enhance team skills and capabilities.
- Troubleshoots, maintains, and repairs the network infrastructure to ensure reliability and performance.
- Investigates and remediates network capacity-related issues to optimize resource utilization and improve overall network efficiency.
- Evaluates and recommends various network infrastructure solutions to meet organizational needs and enhance operational effectiveness.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) to Five (5) years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- CompTIA Network+ or Cisco CCNA.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Cisco CCIE.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network switching environments, routers, wireless technologies, and Voice over Internet Protocol (VoIP) systems.
- Knowledge of IP schemas and subnetting and design.
- Knowledge of vulnerability identification and remediation techniques to maintain network security and integrity.

- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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OPERATIONS PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Operations Projects Manager is responsible for leading the development, implementation, and continuous improvement of operational standards across airfield and terminal environments. This role ensures regulatory compliance, enhances operational efficiency, and drives forward-thinking initiatives that elevate the overall passenger experience. The position bridges compliance with innovation, working closely with Airfield, Terminal, Guest Experience, the Airport Operations Center, Safety, and the Security Operations teams to deliver safe, secure, efficient, and customer-centric airport operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Compiles monthly, annual and special reports for strategic plans, special operation plans, KPIs (tracking metrics), organizational flight plans, and department driven initiatives.
- Identifies areas for improvement in departmental processes and recommending solutions to enhance efficiency and effectiveness.
- Standardizes and maintains up-to-date standard operating procedures (SOPs or Operational Guides), manuals, and compliance documentation across the Operations Department.
- Ensures all Job Qualification Requirements (JQR) training curriculum, materials, and records are consistent throughout the department.
- Intensifies operational improvement initiatives leveraging technology, data analytics, and industry best practices.
- Provides Continuity of Operations (CONOPS) and Operational Readiness, Activation, and Transition (ORAT) programs following major construction projects, new equipment installation, and new software integration.
- Develops and lead training courses within Operations.
- Ensures records, reports, operations standards and procedures are updated and accurate.
- Collaborates with the Airport Police and Security Operations team for TSA security requirements specific to Operations and CFR Part 1542, and other applicable federal, state, and local policies.
- Leads operational improvement initiatives leveraging technology, data analytics, and industry best practices.
- Researches, pilots, and implements innovative solutions to enhance operational efficiency and resiliency.

- Facilitates cross-functional workshops to drive problem-solving and collaborative innovation.
- Represents the Operations Department for technical committees, research initiatives, development projects, and cross-functional working groups.
- Conducts audits of airfield inspections, records, and training materials.
- Liaise with regulatory agencies during inspections, audits, and incident investigations; follow up on findings and corrective action plans.
- Supports sustainability initiatives related to airport operations (e.g., energy-efficient systems, green operations policies).
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience: Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.**
- **Organizational Ownership: Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.**
- **Decisiveness: Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.**
- **Teamwork: The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation Management Airport Operations, Transportation, Engineering, or related field.
- Five (5) years experience in airport operations, aviation management or related field.

- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

Preferred Quals

- Master's degree preferred
- AAAE accreditation (CM, ACE, or AAE) or equivalent certification.
- Experience with airside and landside operations at a large-hub airport.
- Familiarity with airport operations dispatch roles and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of safety standards and practices, with the ability to conduct regular safety audits, inspections, and assessments to enhance safety protocols.
- Knowledge of FAA Part 139, TSA 1542.
- Ability to identify issues, analyze data, and implement innovative solutions.
- Skill and ability working in large, complex organizations, such as airport environments or governmental agencies, developing and implementing changes.
- Organizational, leadership, and project management skills.
- Ability to implement operational improvements and lead cross-functional teams.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PAYROLL and TIMEKEEPING ANALYST

GENERAL DESCRIPTION

Under the general direction of the Payroll Operations Finance Manager, the Payroll and Timekeeping Analyst is responsible for the accurate, timely, and compliant administration of all payroll and timekeeping activities for approximately 700 hourly and salaried employees across multiple locations. This role owns the end-to-end payroll process — from time capture and validation through final payroll reconciliation — ensuring compliance with all applicable federal, state, and local wage and hour laws. The analyst will serve as a subject matter expert (SME) on payroll systems, processes, and regulatory requirements, and will partner cross-functionally with HR, Finance, and Operations to maintain accuracy, consistency, and efficiency in all pay-related practices.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Payroll Processing, Oversight, and Support

- Manage the full-cycle payroll process for hourly and salaried employees, including data entry, calculation, review, and reconciliation.
- Ensure timely and accurate submission of all regular payrolls per schedule
- Validate gross-to-net calculations, deductions, benefit contributions, and employer tax liabilities.
- Review and approve payroll audit reports to identify and correct errors prior to finalization.
- Process special payrolls, off-cycle payments, bonuses, and termination pay in compliance with applicable regulations.
- Serves as a point of contact for payroll inquiries from employees and managers, providing timely and professional resolution to payroll discrepancies and questions.
- Collaborates with HR and Finance teams on reporting, budgeting, and labor cost analysis.

Timekeeping Administration and Scheduling

- Maintain and oversee the organization's electronic timekeeping system, ensuring accurate collection of worked hours, premium pay, and leave balances.
- Audit and correct timecard exceptions, missed punches, and leave requests prior to payroll submission.
- Ensure compliance with company policy and all wage and hour laws (including FLSA, state break requirements, and overtime rules).

Education and Experience:

- Associate's degree in business, or related field preferred.
- 3–5 years of hands-on experience in payroll and timekeeping administration for a workforce of 500+ employees.
- Strong understanding of payroll, wage and hour laws, and payroll tax compliance.
- Experience with Oracle, ADP Workforce Now, UKG/Kronos, Paylocity, or similar system.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate’s degree in business, or related field preferred.

- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers' Compensation laws.
- Knowledge of payroll software and systems (e.g., Oracle, ADP, UKG, etc.) and intermediate proficiency in Microsoft Excel for data analysis and reporting.
- Strong analytical and problem solving skills
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PAYROLL OPERATIONS FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Vice President of Finance, the Payroll Operations Finance Manager oversees payroll for the Authority while interpreting and communicating relevant regulations and procedures. The role represents the Authority's payroll section at various meetings, ensuring effective liaison with external agencies and internal departments to maintain compliance with federal and state regulations. The manager is responsible for formulating and implementing system solutions to enhance payroll efficiency, establishing administrative policies, and maintaining accurate payroll general ledger accounts and historical records. Additionally, they coordinate with various stakeholders to provide solutions and resolve conflicts, ensuring smooth operational processes.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and administers the payroll process for the Authority.
- Researches and advises Finance, Human Resources and senior management on legal payroll compliance issues.
- Interprets and communicates applicable regulations, requirements, and procedures; represents the Authority and the payroll section at meetings, functions, and events.
- Maintains compliance with rules and regulations with federal and state agencies. Acts as a liaison to coordinate with external agencies and departments within the Authority to ensure efficient communication and services.
- Formulates, implements, and maintains complex system solutions and procedures to improve the operational efficiency and effectiveness of the payroll process.
- Establishes and maintains payroll general ledger accounts through analysis and reconciliation.
- Maintain historical payroll records for the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Four (4) years experience in accounting, finance or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in public sector payroll processing, taxation and reporting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers Compensation laws.
- Knowledge of accounting principles, particularly as they relate to payroll and financial reporting.

- Knowledge of payroll software and systems (e.g., ADP, Paychex, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism**.**

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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PLANNING & DEVELOPMENT INTERN

GENERAL DESCRIPTION

Under the general direction of the BIM/CAD Manager, the Planning & Development Intern is responsible for supporting the Authority's development of the utility atlas. These duties include digitizing Geographic Information System (GIS) maps, entering metadata to feature layers, and verifying the location and accuracy of utilities in maps using ArcGIS Pro and/or ArcGIS online software. The intern performs tasks such as digitalization of points, lines and polygons, and entering construction document information into GIS feature layers, overlaying construction documents and GIS data for the location of features assessment, etc.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Works with the Computer-Aided Design (CAD) and GIS team.
- Supports CAD-GIS duties related to the development of the utilities atlas.
- Reads construction documents and extract information to feature layers.
- QA/QC utilities disciplines.
- Works with diverse staff in working groups focused on CAD and GIS.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.

- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Currently enrolled in an accredited college or university environmental sciences (GIS), engineering architecture (CAD), or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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POLICE CAPTAIN

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety & Security, the Police Captain is responsible for directing and supervising the operational activities of the Public Safety and Security Department. This position oversees a team of police officers, ensuring compliance with federal, state, and local laws as well as Authority regulations. The Police Captain plays a crucial role in managing law enforcement operations, conducting investigations, and maintaining public safety, while also serving as a key liaison with external agencies and stakeholders. Strong leadership, quick decision-making abilities, and a commitment to maintaining safety and security are essential for success in this role.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and manages subordinate staff on assigned shifts by scheduling, assigning duties, reviewing work, and providing training and performance evaluations.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and evaluates investigative reports for accuracy and completeness, taking command of complex investigations when necessary.
- Advises personnel on changes in laws, regulations, and policies, ensuring all team members are informed and compliant.
- Assists in formulating departmental policies and procedures, contributing to the continuous improvement of operational practices.
- Conducts periodic project status meetings with staff to discuss operational issues, performance, and resource needs related to traffic management.
- Communicates regularly with the Chief of Police to provide updates on unit operations, challenges, and future needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Organizational Focus:** Applying a broad understanding of the industry, possibilities for the organization, and financial acumen; focusing on what the organization needs to do to succeed today and in the future; demonstrating and understanding longer-term trends when setting priorities; focusing on the sustainability of the organization.
- **Cultural IQ:** Fully understands and is able to apply our Cultural IQ philosophy. Consistently considers the cultural alignment of all decisions made; Intentionally seeks ways to reinforce our cultural beliefs through day-to-day operations; Contributes to achieving our key initiatives.
- **Developing Organizational Talent:** Thinking about the evolving needs of the organization and encouraging skill and individual development in light of this; fostering and promoting long-term learning to improve organizational and individual capability; focusing on developing skills and capabilities the organization will require in the future.

- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.
- Experience as a lieutenant or higher rank in a municipal, county or special district police department.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Criminal Justice, Law, or other related field.
- Special consideration will be given to graduates of the Federal Bureau of Investigations National Academy, Southern Police Institute, or similar executive command academy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.

- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE CORPORAL

GENERAL DESCRIPTION

Under the general direction of the Police Lieutenant, the Police Corporal performs law enforcement duties to protect Authority property, facilities, personnel, and the general public at Tampa International Airport. This position involves supervising and mentoring subordinate personnel, enforcing Authority regulations as well as federal, state, and local laws. The Corporal is responsible for conducting investigations, addressing a range of incidents, including disturbances, traffic accidents, and emergencies, offering assistance and documenting related reports. This role demands a deep commitment to public safety, exceptional communication skills, and the capacity to maintain composure under pressure, all while ensuring adherence to legal and operational protocols..

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.

- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Assists superior officers in evaluating and assigning officers to patrol areas.
- Plans, organizes, and supervises the work of others as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Four (4) years experience as a Law Enforcement Officer.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Law, or a related field.
- Previous supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures.
- Knowledge of civil and criminal laws, police and Aviation Authority rules, regulations, and standard operating procedures.
- Knowledge of traffic accident control measures and investigation methods and techniques.
- Skill in the use and care of firearms and other law enforcement-related equipment.
- Ability to make effective decisions calmly and quickly in an emergency or hazardous situation.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to follow established procedures and pay close attention to detail.
- Ability to work with antagonistic persons or with the public under adverse conditions.
- Ability to safely operate a motor vehicle.
- Ability to use a computer and related software.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging

- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE LIEUTENANT

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Police Lieutenant performs managerial duties related to the operational activities of the Public Safety and Security Department. This position is responsible for supervising and guiding a team of police officers, ensuring the enforcement of federal, state, and local laws as well as Authority regulations. The Police Lieutenant coordinates patrol assignments, manages investigations, and provides training and support to staff while acting as a key liaison between the department and external agencies. The role requires strong leadership skills, quick decision-making abilities, and a commitment to maintaining public safety and security at the airport.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.

- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and manages subordinate staff on assigned shifts by scheduling, assigning duties, reviewing work, and providing training and performance evaluations.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and evaluates investigative reports for accuracy and completeness, taking command of complex investigations when necessary.
- Advises personnel on changes in laws, regulations, and policies, ensuring all team members are informed and compliant.
- Assists in formulating departmental policies and procedures, contributing to the continuous improvement of operational practices.
- Conducts periodic project status meetings with staff to discuss operational issues, performance, and resource needs related to traffic management.
- Communicates regularly with the Chief of Police to provide updates on unit operations, challenges, and future needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.
- Two (2) years continuous service at the rank of sergeant with the Tampa International Airport Police.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE OFFICER

GENERAL DESCRIPTION

Under the general direction of a Police Sergeant, the Police Officer performs law enforcement duties to protect Authority property, facilities, personnel, and the general public at Tampa International Airport. This role involves enforcing Authority regulations as well as federal, state, and local laws. The Police Officer addresses a range of incidents, including disturbances, traffic accidents, and emergencies, offering assistance and documenting related reports. This role demands a deep commitment to public safety, exceptional communication skills, and the capacity to maintain composure under pressure, all while ensuring adherence to legal and operational protocols..

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.
- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.

- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years verified work experience
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Criminal Justice, Law, or related field.
- Two (2) years experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging

- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

POLICE SERGEANT

GENERAL DESCRIPTION

Under the general direction of a Police Lieutenant, the Police Sergeant performs supervisory duties related to the operational activities of a squad of airport police officers at Tampa International Airport. This role involves enforcing Authority regulations as well as federal, state, and local laws, while overseeing the activities of uniformed officers. The Police Sergeant is responsible for reviewing reports for accuracy, inspecting equipment and personnel appearance, and taking charge of major criminal investigations until relieved by a superior officer. This position requires strong leadership skills and the ability to make quick decisions in high-pressure situations to ensure the safety and security of the airport community.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Responds to calls and conducts investigations into issues, disturbances, traffic incidents, criminal activities, emergencies, and other occurrences; provides necessary assistance and prepares associated reports.
- Conducts patrols in designated areas of Tampa International Airport to identify and monitor potential criminal activity and interrogate any suspicious persons.
- Ensures the operational readiness of the patrol vehicle, firearms, and other law enforcement equipment through diligent maintenance and regular inspections.
- Provides information and assistance to the public.
- Completes written reports and required forms in accordance with standard operating procedures and directives in a timely manner.
- Testifies in court to provide an accurate account of investigation reports and findings.

- Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.
- Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.
- Transports prisoners to detention or medical facilities.
- Operates communications equipment.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Supervises and assign duties to a squad of uniformed officers, ensuring that tasks are executed efficiently and effectively.
- Inspects on-duty personnel to ensure proper uniform and equipment compliance, maintaining high standards of appearance and readiness.
- Reviews and assesses reports submitted by subordinate personnel for accuracy and completeness, providing feedback and guidance as necessary.
- Conducts facility inspections to identify safety hazards and compliance issues, ensuring a secure environment for staff and the public.
- Takes charge of major criminal investigations, coordinating efforts until relieved by a superior officer, and ensuring thorough documentation of findings.
- Attends and participates in meetings, providing input on operational issues and collaborating with other departments on safety and security initiatives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.

- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Law, or related field.
- Continuous service at the rank of corporal with the Tampa International Airport Police.
- Or an equivalent combination of education, training and experience.
- Certification as a law enforcement officer by the State of Florida Criminal Justice Standard.
- Must pass existing CJSTC requirements.
- Must possess a valid Florida Driver License.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Criminal Justice, Law, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Knowledge of court procedures.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.

- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending, stooping, climbing, and reaching overhead
- Occasional pushing, pulling & dragging
- Frequent typing
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Very frequent exposure to extreme weather
- Navigate occasionally heights and confined areas
- Occasional exposure to excessive noise
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROCUREMENT AGENT

GENERAL DESCRIPTION

Under the general direction of a Senior Manager in Procurement, the Procurement Agent is responsible for managing procurement activities and contractual projects across various categories, including commodities, professional services, construction, and information technology. This role involves conducting research and developing documents necessary for procuring goods and services through various solicitation methods such as competitive solicitations, government cooperatives, sole source, standardization, and quotes. The Procurement Agent also develops and negotiates contracts, reviews requisitions, and processes purchase orders, ensuring compliance with established standards.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs research and document development to procure goods and/or services utilizing competitive solicitations such as Invitation to Bid (ITB), Reverse Auction (RA), Request for Proposal (RFP), Invitation to Negotiate (ITN) and Request for Qualifications (RFQ), sole source, government cooperative contracts, standardization, and Invitation to Quote (ITQ).
- Analyzes cost proposals and financial data and prepares detailed management reports.
- Negotiates and develops contracts and ITB, RA, RFP, ITN, and RFQ solicitation documents,, as well as coordinates and facilitates the ITB, RA, RFP, ITN, and RFQ through governing Board of approval.
- Reviews and processes requisitions, purchase orders and purchasing card payments.
- Analyzes contract terms and conditions and develops and processes change orders, amendments, and renewals, as needed.
- Utilizes contract administration software program and Enterprise Resource Planning (ERP) system.
- Analyzes cost proposals, financial data and prepares detailed management reports.
- Prepares Board documents.
- Coordinates and oversees all meetings related to solicitations.
- Facilitates the bid and technical evaluation processes.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Administration, Management, Public Administration or related field.
- Two (2) years experience in formal contracting and procurement of goods/services.
- Or equivalent combination of education, training, and experience.
- Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) within 18 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional in Supply Management (CPSM).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Experience utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROCUREMENT PROGRAMS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Non-Capital Programs & Materials Management, the Procurement Programs Manager is responsible for overseeing operational processes, contract compliance, and supplier relationship management within the procurement department. This role involves developing and managing a Supplier Relationship Management program, tracking supplier performance, and ensuring adherence to contract compliance. The position also oversees the Purchasing Card Program, focusing on improving efficiencies and providing training to both internal and external stakeholders.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Supplier Relationship Management and Contract Compliance:

- Develop, implement, and manage a Supplier Relationship Management and contract compliance program.
- Create and manage processes for tracking supplier performance and ensuring contract compliance.
- Provide training to internal and external stakeholders on contract compliance procedures.
- Address supplier non-compliance issues in collaboration with internal stakeholders.
- Regularly audits and reviews the contracts database to ensure that the files are accurate and complete.

Purchasing Card Program

- Oversee the Purchasing Card Program including, but not limited to, improving program efficiencies, corporate account liaison, managing PCard accounts, Program training, Program compliance, new product analysis and implementation, process development, and annual review of S410.25 Procurement - Purchasing Cards.

Procurement Process Improvement:

- Analyze areas for efficiency improvements, such as ePayment and eCommerce solutions.
- Maximize supplier discounts and rebates.
- Facilitate onboarding of new team members and departments.
- Manage relationships with suppliers to enhance efficiency.
- Research and implement industry best practices by participating in procurement award applications.
- Pursue recognition through awards such as the FAPPO Award of Excellence and the NIGP Procurement Agency Excellence Award.
- Ensure adherence to quality standards through accreditation processes.
- Provide guidance and direction to Procurement leadership on new initiatives.
- Support the implementation of sustainability and green procurement initiatives.
- Undertake special projects assigned by management.
- Manages updates to the Procurement Department's internet pages and intranet pages.

Procurement Training Development:

- Develop internal and external training opportunities, including face-to-face, online, written guides, and virtual training sessions.
- Ensure training materials align with professional standards and organizational goals.

Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Public Administration, or related field.
- Four (4) years experience in contract compliance, program development, or in the public (government) or private sectors.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional Public Buyer (CPPB).
- Certified Public Procurement Officer (CPPO).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Project Management Professional (PMP) and/or Certified Associate in Project Management (CAPM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of supplier management practices to optimize resources and enhance procurement efficiency.
- Awareness of current trends, benchmarks, and best practices in procurement and supply chain management.
- Knowledge of adult learning principles and training methodologies for designing and delivering effective procurement training programs.
- Understanding of project management concepts, including planning, execution, and evaluation.
- Strong verbal and written communication skills for conveying complex procurement concepts clearly and effectively to various stakeholders.
- Ability to analyze data, identify trends, and make data-driven decisions to improve procurement processes and performance.
- Skill in identifying procurement challenges, developing creative solutions, and implementing corrective actions.
- Ability to provide direction, guidance, and support to procurement team members and stakeholders.
- Ability to facilitate organizational change and effectively manage transitions within the procurement function.
- Capacity to adapt to changing priorities, requirements, and circumstances in a dynamic procurement environment.
- Ability to pay close attention to detail and ensure accuracy in contract documents, procurement processes, and supplier communications.
- Skill in prioritizing tasks, managing multiple projects simultaneously, and meeting deadlines.
- Commitment to upholding ethical standards and integrity in procurement practices and supplier relationships.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

PROGRAM MANAGER I

GENERAL DESCRIPTION

Reporting to the Senior Manager of PMO, the Program Manager I is responsible for leading and orchestrating complex programs and projects within the enterprise application landscape. This role is critical in driving the successful analysis, development, implementation, and continuous improvement of new and existing enterprise information systems that underpin core business operations. The Program Manager I will work closely with teams, business stakeholders, and vendors to translate strategic objectives into actionable plans. They will oversee program roadmaps, manage intricate timelines, allocate and manage resources effectively across multiple projects, and control program budgets.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

• Develops and manages comprehensive program roadmaps and execution plans for enterprise applications, coordinating requirements, budgets, tasks, dependencies, and resources to ensure strategic alignment.
• Defines program objectives and system requirements that support organizational goals and the enterprise IT strategy.
• Provides leadership and guidance throughout the program lifecycle, supporting planning, problem-solving, decision-making, and team execution.
• Monitors and evaluates program activities, deliverables, and documentation to ensure compliance with departmental and enterprise standards.
• Oversees the preparation and review of specifications, architecture, and documentation to ensure quality, compliance, and effective implementation.
• Develops and manages testing, deployment, and change management plans to enable smooth implementation and adoption of new systems.

• Applies program management methodologies—including Agile, Waterfall, Hybrid, and Scrum to optimize workflows, resource use, and delivery efficiency.
• Identifies and mitigates program risks and dependencies, maintaining schedules, budgets, and quality standards.
• Manages vendor relationships and contract compliance, ensuring milestone achievement and alignment with organizational and ITS strategic plans.
• Establishes and tracks key performance indicators and program metrics using the Program Portfolio Management System (PPMS) to monitor program health and drive continuous improvement.
• Maintains regular and reliable attendance as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Business Management or directly related field.
- Five (5) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Or equivalent combination of education, training, and experience.
- Project Management Professional (PMP) certification
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Prosci Change Management Certification
- Scrum Master Certification

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of leadership principles, team-building techniques, employee engagement strategies, and consensus-building.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 25 Ibs
- Continuous typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECT MANAGER I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of PMO, the Project Manager I is responsible for managing and coordinating both technical and business resources involved in the analysis, development, implementation, and documentation of information systems. This role ensures that requested systems, products, or features are delivered effectively to support business operations. The Project Manager I prepares detailed project plans and schedules, oversees the establishment of project objectives and requirements, and ensures alignment with business goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the establishment of project objectives and system development requirements to align with business goals.
- Assigns duties and responsibilities to project team members to facilitate effective project execution.
- Provides leadership and technical guidance to project staff, conducting training and mentoring to enhance team capabilities.
- Monitors project team activities to ensure all products and documentation meet departmental standards and quality expectations.
- Develops and implements plans for testing and implementing systems, ensuring desired outcomes are achieved.
- Evaluates project performance through the review of project phase reports and status updates.
- Manages project budgets and resources to ensure effective allocation and utilization throughout the project.
- Conducts post-project evaluations to assess outcomes and identify lessons learned for future projects.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Three (3) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting over 60 Ibs

- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECT MANAGER II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager PMO, the Project Manager II is responsible for managing and coordinating technical professional resources involved in the analysis, development, coordination, implementation, and documentation of new or existing information systems. The Project Manager II oversees project timelines, resource allocation, and budgets while facilitating effective communication among stakeholders to ensure that project objectives are met and aligned with organizational goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity and alignment with organizational objectives.
- Oversees the formulation of project objectives and system development requirements, ensuring they meet strategic business goals.
- Actively participates in project development as needed, providing technical expertise and leadership to drive project success.
- Provides advanced technical guidance and mentorship to project staff to ensure the successful execution of projects and the development of team capabilities.
- Monitors activities performed by project staff, ensuring that all deliverables and documentation adhere to departmental standards and best practices.
- Prepares and reviews detailed specifications for information systems to guide development, implementation, and integration efforts.
- Develops comprehensive plans for testing and implementing systems and monitors these processes to ensure that desired results are achieved.
- Facilitates work processes for project teams, employing various methodologies such as Waterfall, Agile, and SCRUM to optimize workflow and productivity.
- Conducts regular project status meetings with stakeholders, providing updates and addressing any concerns or changes to project scope or timelines.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Four (4) years of experience in information technology roles leading strategic initiatives, managing technology projects, or similar experience.
- Project Management Professional (PMP) certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- E-Business Suite software and technology related project management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECTS AND GRANTS FINANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Capital Programs, the Projects and Grants Finance Manager oversees project financial administration and third-party grant funding. Manages a team responsible for financial oversight, project payments, and fixed asset management while closely collaborating with the Florida Department of Transportation and the local office of the Federal Aviation Administration on grant billing and closeouts. These efforts ensure effective administrative oversight and regulatory compliance for project finances.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Takes ownership of the capital projects and fixed assets accounting systems, along with the cash management system, serving as the lead expert and change agent to enhance utilization, as necessary.
- Oversees project tracking and independently communicates any deviations from approved budgets, amendments, and change orders to the Board and Development Committee.
- Ensures administrative oversight and compliance with federal and state grant guidelines, including billings, reconciliations, grant close-outs, and reporting.
- Manages compliance with transaction authorities (K-9, LEO, TSA Baggage, and In-Line Baggage) for audit purposes, including billings, reconciliations, and reporting.
- Collaborates closely with the Office for FDOT and the Orlando FAA Airport District Office regarding third-party project grant funding management.
- Processes and files Passenger Facility Charge (PFC) report and application close-outs, ensuring timely publication of the report on the Authority website.
- Reviews all initial and revised capital budgets from other departments for accuracy and approvals before presenting to the Development Committee.
- Prepares final capital budgets for capital projects that are ready for closeout, ensuring alignment with overall financial strategies.
- Provides guidance related to internal and external funding sources for capital budgets, including analysis of eligible costs for grants, PFCs, and bonds.
- Supplies necessary project cost data to Project Directors to ensure all projects remain within budget constraints.

- Manages and produces the Recognized Net Investment schedule and Schedule 6 in the budget, estimating capital improvement project expenditures and funding sources for future years, included in the annual budget publication.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Finance, Accounting, Business/Public Administration or related field.
- Four (4) years experience within a government agency.
- Two (2) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a current Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in aviation sector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport capital budget cycles and the regulations governing federal and state grant programs related to airport operations and facilities.
- Knowledge of Capital Improvement Programs, including various funding sources, project payments, and fixed assets management practices.
- Skill in leadership and team management, fostering a collaborative and productive work environment among financial teams.
- Skill in effective presentation, capable of conveying complex financial information to diverse audiences.
- Ability to manage workloads efficiently within a rapidly changing work environment, adapting to new challenges and priorities.
- Ability to produce and manage critical financial reports.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting
- Continuous typing
- Continuous computer monitoring

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PROJECTS CONTROL SENIOR ANALYST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Projects Control Senior Analyst performs project control management functions by reviewing and processing work orders, invoices, and payments, while ensuring that change orders are appropriately processed and updated. This position requires considerable independent judgment and the ability to multitask effectively in a fast-paced environment. Additionally, the individual works with various software applications to identify improvements and optimize processes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews Project and O&M design invoices (40-60 monthly) and enforces compliance with Authority Policy and Procedures.
- Retrieves all design W/MBE forms and saves for packaging.
- Reviews and processes design or project control management functions by reviewing and processing work orders, invoices, and payments, while ensuring that change orders are appropriately processed and updated. Additionally, the role works with various software applications to identify improvements and optimize processes.
- Creates requisitions for workflow approval once the work order is approved.
- Updates Purchase Orders for supplemental work order increases or decreases.
- Creates and maintains files for each Other Transaction Agreements (OTA) assigned. This includes reviewing and maintaining OTA's to determine eligible costs, preparing and submitting for payment invoices for eligible costs, preparing and submitting in Oracle Journal Entries to record payments received, and preparing close-out documents at the end of the OTA term.
- Manages the System for Award Management (SAM) Administration. Responsible for the yearly renewal plus any updates needed or new entities added.
- Processes the In-House Project Labor Allocation for various departments.
- Manages and distributes project reports, including the Continuing Consultant Reconciliation report, to relevant stakeholders.
- Provides first layer of review for project payments, ensuring accuracy and adherence to established protocols.
- Reviews and processes Construction Pay Applications, Notice to Proceeds, Construction Work Orders, Owner Direct Purchase Invoices and In-House Labor Allocation.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Construction Management, Finance, Accounting, or related field.
- Three (3) years experience in business analysis.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Construction Management, Finance, Accounting, or closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of processing project documentation, including compliance with Authority policies and procedures.
- Knowledge of project management theory, techniques, and tools relevant to managing medium-sized construction projects effectively.
- Knowledge of compliance requirements, including certified payroll submissions and change order reviews.

- Ability to effectively coordinate resources, ensuring their optimal utilization to achieve successful project outcomes.
- Ability to analyze risks associated with design projects and assess the future impact of decisions on project timelines and budgets.
- Ability to collect, organize, and analyze data related to design projects, developing logical conclusions and actionable insights.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional stand & walking
- Continuous sitting
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

MAINTENANCE PROJECTS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Plant Operations, the Maintenance Projects Manager oversees maintenance and construction activities to ensure the proper upkeep of facilities. The Projects Manager supervises both employees and contractors involved in various maintenance and repair activities, such as air conditioning systems, mechanical equipment, and pavement maintenance. Additionally, the manager establishes preventive maintenance programs, reviews contract bids for compliance, and provides technical guidance to subordinates while ensuring a safe working environment. This position is essential for maintaining the integrity and functionality of the Authority's facilities through effective project management and personnel oversight.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Manages building maintenance, repair, and installation of various systems, including air conditioning, heating, refrigeration, and mechanical equipment.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the efficient operation of facilities and equipment.
- Monitors and conducts periodic inspections of equipment to ensure compliance with safety standards and proper maintenance practices.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and maintain contract integrity.
- Addresses contract inadequacies by reporting them to management and following up to ensure corrective actions are implemented.
- Creates requisitions for replacement parts and materials, maintaining central stock to facilitate timely completion of maintenance tasks.

- Prepares technical specifications for the acquisition of new equipment to meet operational needs.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Construction Management, Facilities Management, or related field.
- Four (4) years experience in construction, facilities management, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facility Management Professional Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings, mechanical systems, and related infrastructure.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to maintenance and construction activities.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking and sitting up to 6 hours per day.
- Occasional bending & stooping.
- Continuous typing.
- Continuous use of car/ light truck.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

MAINTENANCE PROJECTS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Projects Manager, the Projects Supervisor oversees maintenance and construction activities to ensure the proper upkeep of Authority facilities and related equipment. The role involves overseeing Authority facilities maintenance and repairs, utilizing administrative expertise for resource estimation and task planning, and managing construction projects with a focus on safety and operational efficiency. The Projects Supervisor plays a key role in maintaining a safe and effective work environment, promoting teamwork, and achieving organizational goals.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the activities engaged in the construction, repair, and maintenance of Authority facilities and related equipment.
- Assists with contingency operations to minimize disruptions and impacts on customers during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.
- Supervises, monitors, and inspects projects to ensure compliance with plans, specifications, codes, standards, regulations, and safety requirements.
- Plans job layouts and estimate materials, determining the necessary equipment and tools for maintenance personnel to perform tasks effectively.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of assets.

- Creates requisitions for equipment, tools, and materials to ensure timely procurement for maintenance and construction schedules.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Construction Management, Facilities Management or related field.
- Four (4) years experience in construction, facilities maintenance, or related field.
- Two (2) year of supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facility Management Professional Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings, mechanical systems, and related infrastructure.
- Knowledge of relevant codes, rules, regulations, and requirements pertaining to maintenance and construction activities.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing.
- Walking & sitting up to 6 hours per day.
- Frequent lifting up to 20 Ibs.
- Occasional bending, stooping.
- Continuous typing.
- Continuous use of car/light truck.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

MAINTENANCE PROJECTS TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician I performs skilled maintenance across various disciplines, including the construction, maintenance, and repair of buildings, equipment, and facilities. The Projects Technician I erects small structures, executing complex alterations, performing repairs on plumbing, electrical systems, and carpentry, as well as painting surfaces and operating power equipment.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Participates in erecting structures and execute alterations as directed by the Projects Supervisor.
- Performs repairs and maintenance on plumbing systems, including water lines and fixtures, ensuring functionality and compliance with standards.
- Conducts repairs and adjustments on electrical systems, including basic wiring and equipment maintenance.
- Executes carpentry work, including repairs to furniture, shelves, doors, and windows, to maintain facility aesthetics and functionality.
- Paints both the interiors and exteriors of buildings to enhance appearance and protect surfaces from wear and tear.
- Operates various power equipment, such as lathes, drill presses, threading machines, air compressors, and gas-operated saws, safely and effectively.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer* reserves *the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- One (1) year experience as a skilled trades worker.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.

- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

MAINTENANCE PROJECTS TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician II performs skilled maintenance work across various disciplines with a strong emphasis on electrical tasks related to building construction, maintenance, and repairs across various trades, including plumbing, HVAC, and carpentry. The Projects Technician II oversees the erection of small structures, performing complex alterations, creating electrical drawings for project planning, ensuring compliance with safety standards, and maintaining an adequate stock of building materials for ongoing projects.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversees and participates in the erection structures and executes alterations, repairs, and maintenance work across various trades.
- Creates detailed electrical drawings and sketches for project planning and as-built documentation to ensure accuracy and compliance.
- Performs commercial and industrial electrical duties related to remodeling, buildouts, and installations to enhance facility functionality.
- Ensures compliance with the National Electrical Code in all electrical assignments and installations.
- Installs conduit and wiring according to professional standards to ensure safe and effective electrical systems.
- Monitors and inspects work activities to ensure quality standards and compliance with specifications.
- Conducts routine inspections of equipment and systems to identify maintenance needs and ensure optimal performance.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer* reserves *the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience as an electrician, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Continuous hearing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

PROJECTS TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of a Projects Supervisor, the Projects Technician III leads project personnel engaged in maintenance and construction activities to ensure the effective upkeep of airport facilities and equipment. This role involves providing support to the Projects Supervisor with extensive experience in maintaining and repairing airport systems. The Projects Technician III makes informed decisions while prioritizing work across multiple locations, ensuring operational efficiency and safety standards are consistently met.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Leads the activities of technical trades and maintenance personnel engaged in the construction, repair, and maintenance of airport facilities and related equipment.
- Assists with contingency operations to minimize disruptions and impacts on customers during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to promote an efficient, effective, and safe work environment.
- Monitors, prioritizes and inspects work activities to ensure compliance with plans, specifications, codes, and safety regulations.
- Plans job layouts, estimate materials, and determine necessary equipment and tools to facilitate proper work assignments.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of assets.
- Creates requisitions for equipment, tools, and materials in a timely manner to ensure maintenance and construction schedules are met.
- Provides technical advice and assistance to subordinates, ensuring quality work and adherence to safety protocols.
- Conducts regular inspections of facilities and equipment to identify maintenance needs and ensure compliance with operational standards.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years experience in construction, maintenance, electrical or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures and techniques utilized in various construction trades, including plumbing, electrical, and carpentry.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe work environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Occasional sitting.
- Very frequent lifting up to 50 lbs or more.
- Pushing, pulling, dragging, reaching overhead & climbing up to 6 hours per day.
- Occasional typing.
- Frequent exposure to chemicals.
- Occasional exposure to insects and excessive noise.
- Navigate very frequently heights & confined areas.
- Continuous use of car/light truck.
- Frequent use of heavy equipment.
- Continuous use of power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

PROPERTY CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Materials Management Manager, the Property Control Specialist is responsible for managing central receiving, distribution and inventory utilized by Authority departments throughout the Airport. This role creates and maintains an inventory of organizational assets and inventory, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and overseeing the disposal of organizational assets.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs receiving and delivery of goods to customers from departments across the Authority, including but not limited to, checking for damage, verifying quantities, and receiving into the Authority's Enterprise Resource Planning (ERP) system.
- Establishes and maintains methods, procedures, and records to account for inventory and equipment purchases using the Authority's ERP system.
- Maintains current records for a wide variety of accountable inventory, equipment, and materials.
- Performs reporting out of the Authority Inventory Management System, including daily, weekly, and monthly reporting, as required.
- Maintains an inventory of parts and equipment on hand.
- Coordinates with property custodians to ensure all property is accounted for.
- Research specifications to assist in determining appropriate inventory to purchase and prepares requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.
- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Initiates forms for the transfer of equipment.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in warehousing, and/or property control.
- Or equivalent combination of education, training, and experience.
- Forklift certified or able to become forklift certified within 60 days of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property control and inventory procedures to effectively manage and track organizational assets.
- Knowledge of rules and regulations governing the disposal of surplus property to ensure compliance during transactions.
- Knowledge of purchasing, storekeeping, and property control practices to optimize inventory management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 60 Ibs
- Frequent pushing, pulling & dragging
- Continuous typing
- Frequent use of van/medium-duty truck
- Regular use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC ADMINISTRATIVE SPECIALIST I

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manager, the Public Administrative Specialist I is responsible for performing various administrative duties while supporting the Tampa International Airport Police Department. This position ensures the accurate and efficient completion of assigned tasks, including maintaining databases, processing forms, and generating reports. The specialist assists divisional leaders and professional staff by managing confidential information and responding to requests for assistance. Additionally, this role requires a thorough understanding of departmental policies and procedures to effectively support the operational needs of the Police Department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs various administrative and confidential functions to support divisional managers and professional staff in the Tampa International Airport Police Department.
- Accurately inputs and maintains information in databases, ensuring up-to-date records and processing of forms in compliance with departmental policies.
- Generates and disseminates daily reports while maintaining accurate logs for records data, contributing to effective departmental operations.
- Researches and responds to requests for information and assistance, determining priority status and referring complex inquiries to the divisional manager as necessary.
- Completes weekly and monthly reports, ensuring timely submission and adherence to deadlines.
- Assists with the management of confidential information, ensuring data security and compliance with relevant regulations.
- Collaborates with other team members to streamline administrative processes and improve overall efficiency within the department.
- Transcribes documents and information from various sources accurately, ensuring clarity and correctness in all communications.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma, GED, or valid equivalent.
- Two (2) years experience in administrative or clerical.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- State of Florida Notary Certification.
- Previous administration or clerical experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental policies, procedures, and rules relevant to the Tampa International Airport Police Department, ensuring compliance and effective support.
- Skill in performing complex administrative functions, including maintaining confidentiality and managing sensitive information.
- Knowledge of administrative procedures such as word processing, files and records maintenance, and database management to support operational needs.
- Skill in generating and disseminating reports, including daily, weekly, and monthly documentation, while maintaining accurate logs for records data.

- Ability to research and respond to requests for information, determining priority status and effectively referring complex inquiries as needed.
- Knowledge of the structure and content of the English language, including grammar, composition, and spelling, ensuring clarity and correctness in communications.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC ADMINISTRATIVE SPECIALIST II

GENERAL DESCRIPTION

Under the general direction of the Public Safety Administration Manger, the Public Administrative Specialist II is responsible for performing various complex administrative and financial duties while supporting the Tampa International Airport Police Department. This role ensures the accurate and efficient completion of assigned tasks and maintains updated policies, procedures, and forms. The Administrative Specialist II provides essential administrative and technical support, manages records data, assists with budget accuracy, and coordinates inventory for office supplies and uniforms. Additionally, the position contributes to the training and development for all Administrative Specialists, ensuring a high standard of operational effectiveness within the department.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides administrative and technical support for the department to include the developing, maintaining, and implementing of administrative procedures.
- Performs various complex administrative and confidential functions to support divisional managers and professional staff in the Tampa International Airport Police Department.
- Completes daily dissemination of reports and ensures accurate logs for records data.
- Researches and responds to requests for information and determines priority.
- Completes weekly and monthly reports as required.
- Assists divisional manager in maintaining financial accuracy of department budgets.
- Manages inventory and issues uniforms and equipment during onboarding of new public safety & security employees.
- Maintains office supplies and equipment inventory by checking on stock, anticipating future needs and placing orders as necessary.
- Maintains and reconciles purchasing cards as directed by the Authority.
- Collaborates with other team members to streamline administrative processes and improve overall efficiency within the department.
- Generates invoices for extra duty assignments.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Three (3) years experience in administrative and/or clerical functions.
- Notary State of Florida Certification (Must obtain within ninety (90 days) of hire.
- Experience with expense reporting systems.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience in administrative and/or clerical in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental policies, procedures, and rules relevant to the Tampa International Airport Police Department, ensuring compliance and effective support.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist managers or other professional staff.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.

- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Ability to multi-task, prioritize, and manage time effectively.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC SAFETY DISPATCH MANAGER

GENERAL DESCRIPTION

Reporting to the Captain of Special Operations, the Public Safety Dispatch Manager oversees the management of the Authority's 24/7 dispatch center, which serves as the central point of contact for all emergency and operational calls at Tampa International Airport. This role involves leading a team of dispatchers, developing training programs, and ensuring compliance with Criminal Justice Information Systems (CJIS) standards and regulations. The Public Safety Dispatch Manager is also tasked with planning, budgeting, and coordinating resources to achieve operational objectives while enhancing the efficiency and effectiveness of public safety communications within the airport environment.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensure subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensures effective communication and response protocols for all emergency and operational calls.
- Manages the receipt of emergency 9-1-1 calls for police, fire, and medical services, ensuring swift and appropriate responses within the Tampa International Airport property.
- Establishes and implements administrative policies, procedures, and guidelines to enhance operational efficiency.
- Develops and manages the AOC Training Program to ensure compliance with Criminal Justice Information Systems (CJIS) standards and industry regulations.
- Prepares and monitors the Airport Operations Center's annual budget, controlling expenses and ensuring optimal resource allocation.
- Acts as the primary liaison with the FBI and FDLE for all CJIS-related items, ensuring compliance and facilitating necessary audits and inspections.
- Monitors workflow and data accuracy within the dispatch center, ensuring high-quality service delivery and adherence to established guidelines.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

COMPETENCIES

- **Decision Making**: Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others**: Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating**: Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative**: The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or a related field.
- Five (5) years of experience in law enforcement, emergency operations, or similar experience.
- Two (2) years of supervisory experience.
- Florida Department of Health 9-1-1 PST Certification.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.

- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities.
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of public safety best practices and procedures.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking.
- Continuous sitting.
- Occasional lifting up to 50 lbs or more.
- Occasional bending, stooping, pushing, pulling & dragging.
- Continuous typing.
- Occasional use of car/light truck.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardlessof age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application and testing process. The decision to grant reasonable accommodation requests will be made case-by-case.

Public Safety Dispatcher III

GENERAL DESCRIPTION

Under the general direction of the Public Safety Dispatch Supervisor, the Public Safety Dispatcher III is part of the Airport Police Department that coordinates with AOC operations dispatchers, monitors and dispatches public safety and security activity within the airport and surrounding area 24 hours a day. The position requires enhanced knowledge of the Public Safety Dispatch Center is responsible for assisting and developing new Public Safety Dispatchers as assigned through complex responses as well as answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required. Will serve as a Lead Dispatcher when assigned.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Monitors airport audio and video communication systems.
- Give continual guidance and instruction to Public Safety Dispatch I personnel to enhance their knowledge.
- Assist the Public Safety Dispatch Supervisor in developing enhanced training.
- Receives incoming 911 emergency and non-emergency calls for assistance, makes inquiries to solicit relevant information, and assesses information to determine the nature and urgency of calls for assistance.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Enters operations or public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and/or an emergency computer dispatch system.
- Initiates emergency and non-emergency callbacks to obtain or provide additional information or to follow up on disconnected calls.
- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.

- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arrival at the emergency location.
- Activates the Authority emergency communications notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operational impacts.
- Responds to requests from the general public and tenants regarding airport operations and public safety issues.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS

- High School Diploma or equivalent.
- Must possess a valid Florida Driver License.
- One (1) year experience in dispatching calls for assistance or performing customer service duties.
- Or equivalent combination of education, training, and experience.
- Must Complete Airport Police Public Safety Dispatch Training Program within 6 months of hire.
- Must have Florida Department of Health 911 Public Safety Telecommunicator Certification within one year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Ability to give direction and guidance to less experienced personnel in a constructive way.
- Assist PSD supervisors in developing enhanced training for unit.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

AIRPORT PUBLIC SAFETY DISPATCH SUPERVISOR

GENERAL DESCRIPTION

Reporting to the Public Safety Dispatch Senior Manager, the Public Safety Dispatch Supervisor is responsible for overseeing daily operations of the Airport Police 24/7 Dispatch Center, which serves as the central point of contact for all emergency and non-emergency calls for the Tampa International Airport Police Department. This position entails managing personnel and coordinating activities related to the Police Dispatch Center and its dispatchers, and ensuring compliance with Criminal Justice Information Systems (CJIS) standards and regulations. The Supervisor serves as a key point of contact for stakeholders, including airlines, regulatory agencies, and airport tenants, facilitating effective communication and collaboration.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Oversees daily operations of the Police Dispatch Center, coordinating and administering assigned programs and resources effectively.
- Provides consultation to customers on matters related to operational areas, addressing inquiries and providing solutions.
- Assists in developing and implementing operational policies and procedures to enhance service delivery.

- Monitors and reports on key performance indicators (KPIs) related to police communications, identifying trends and areas for enhancement.
- Participates in emergency response planning and training, ensuring staff readiness to handle incidents effectively.
- Carries out the job duties of a Public Safety Dispatcher II as needed
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Criminal Justice, Public Safety, Communications or related field, or equivalent of 6 years Public Safety Dispatch experience.
- Four (4) years experience working as a public safety dispatcher, or related field.
- Two (2) years supervisory experience, or equivalent combination of education, training, and experience.
- Must have Florida Department of Health 911 Public Safety Telecommunicator (PST) Certification.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of public safety and dispatch, best practices, and procedures.
- Knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Knowledge of CJIS Security Clearance Expectations within the Airport Operations Center.
- Knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Possesses the knowledge, skills, and abilities

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

PUBLIC SAFETY COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Public Safety Compliance Manager is responsible for maintaining the accreditation files for the Department. This role involves ensuring compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA), Commission for Florida Law Enforcement Accreditation (CFA), and Criminal Justice Standards & Training Commission (CJSTC) standards by managing training records, conducting various audits, and preparing analytical reports on crime trends. The Public Safety Compliance Manager supports the department's operational readiness and effectiveness by overseeing equipment inspections, proctoring exams, and assisting in the preparation of operational plans. This position requires a detail-oriented individual committed to upholding public safety standards while fostering positive relationships within the department and the community.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Maintains all departmental training records to ensure compliance with CALEA/CFA and CJSTC standards.
- Conducts various audits including Driver and Vehicle Information Database (DAVID), Lost and Found, evidence, police reports, staffing, payroll, background investigation and other investigative reports.
- Creates analytical reports on crime trends and other reports as directed.
- Proctors entry and promotional exams.
- Prepares and publishes department reports to internal and external sources.
- Assists in the preparation and archiving of operational plans.
- Audits testing/drills of response procedures.
- Ensures vehicles and equipment are maintained in accordance with department standards and guidelines.
- Conducts audits of K9 Transportation Security Administration (TSA) reports and deadlines.
- Inspects department issued equipment.
- Performs initial screening of job applications.
- Produces and reviews analytical reports as directed.
- Performs job task analysis as directed.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration or Criminal Justice or closely related field.
- Five (5) years of management level experience.
- Completed training for CALEA or the Commission for Florida Law Enforcement Accreditation.
- Graduate of a Law Enforcement Academy
- Present or past CJSTC Certification as a law enforcement officer.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Management, Business Administration or Criminal Justice or closely related field.

- Experience managing work groups in a public safety agency and/or experience as a trainer in a public safety agency.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public records law F.S. 119 requirements and Uniform Crime Reporting guidelines.
- Knowledge of policies, procedures, and rules of the Police Department, as well as the Authority.
- Knowledge of CALEA/CFA and CJSTC standards.
- Knowledge law enforcement record management systems.
- Skill in the use of computers, computer-related software or programs, charting, and graphing of data.
- Skill in the interpretation and analysis of law enforcement data.
- Skill in use of DAVID, CJIS and other related Law Enforcement software.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

REAL ESTATE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Commercial Real Estate, the Real Estate Project Manager is responsible for project management duties to meet business, contract and revenue goals. This role manages assigned projects, including planning, budgeting, organizing, conducting negotiations, project analysis, contract writing, interpretation and presentation, and procurement of professional services. The Real Estate Project Manager is responsible for contract management and compliance with regulatory and Authority policies and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Drafts and prepares aeronautical and non-aeronautical contractual documents, including Lease, Right-of-Entry, Right-of-Use, Site Access Agreements, Easements, License Agreements, Avigation Easements, Letters of Agreement, Amendments, Board Agenda documents and presentation materials.
- Ensures contractual documents and presentations accurately reflect the desired business terms, conditions, and requirements.
- Audits and monitors projects for adherence to regulations, performance and payment requirements.
- Works with external companies and agencies for technical assistance on projects to ensure efficient flow of communications, services and compliance with applicable policies, procedures, and regulations, including the FAA.
- Coordinates easement/license agreements for Master Plan, Non-Master Plan and Capital Improvement Plan (CIP) projects.
- Monitors and prioritizes project schedules and resources to ensure timely and accurate completion of the contracting process.
- Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.
- Monitors and tracks tenants to ensure performance of preventive maintenance and compliance with existing contract terms and conditions.
- Manages the Rent-A-Car agency parking process, including overflow, coordination and preparation of parking locations, quarterly letters of agreement, fire marshal adherence, and tracking for monthly billing.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines
  Teamwork: The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Public or Business Administration, or related field.
- Three (3) years experience in contract writing and program/project management.
- Or an equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of airport operations, with demonstrated emphasis on interactions and relationships between the airport, airlines, and ground handlers.
- Knowledge of real estate development.
- Knowledge or project management principles and methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RECORDS AND INFORMATION ANALYST I

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Analyst is responsible for the creation and maintenance of the Authority's record management program. The Analyst will manage and implement the system and apply records retention schedules to documents created at the Authority.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides Authority stakeholders training and education on Florida Records Management standards and best practices.
- Develops and enhances the Records Management Program and system in compliance with standards set by the State of Florida.
- Creates and implements comprehensive policies and procedures, ensuring effective management of records throughout the Authority.
- Collaborates with Records and Information Center (RIC) leadership to provide information and guidance on retention standards and best practices for internal staff.
- Audits the quality and accuracy of electronic records within Authority systems, ensuring compliance with established standards and procedures.
- Develops and delivers training sessions on Records Management for Authority Records Custodians on a quarterly basis to enhance their skills and knowledge.
- Responds to inquiries from internal and external customers regarding records management processes, policies, and compliance issues.
- Engages in cross-training activities to ensure adequate backup and continuity of operations within the Records Management team.
- Maintains accurate records and documentation related to the Records Management Program.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in Business Administration, or related field.
- Two (2) years experience in Records Management or related field.
- Or an equivalent combination of education, training and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in Financial Crime Risk Management (FCRM) and/or Compliance Risk Management (CRM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of records management principles, policies, and standards, particularly those set forth by the State of Florida and relevant regulatory agencies.
- Skill in coordinating events and initiatives to promote awareness of records management within the Authority.
- Skill in auditing the quality and accuracy of electronic records within Authority systems to ensure compliance with established standards and procedures.
- Ability to respond promptly and accurately to inquiries from internal and external customers regarding records management processes and compliance issues.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RECORDS AND INFORMATION COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Coordinator is responsible for the day-to-day operational and administrative tasks within the Records and Information Center, responding to requests for public records for the Authority. This position coordinates with the Records and Information Manager and legal on subpoenas, discovery, and requests for documents on a routine basis.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for processing public records, subpoenas, body worn camera (BWC)/closed circuit television (CCTV), and discovery requests received daily; compiles documents within Records Information Center (RIC) systems and coordinates with other departments should additional documentation be required.
- Performs first level redactions on all public records requests.
- Performs second level redactions review process for Police reports and Computer-Aided Dispatch (CAD) reports sent by Records and Information Technician.
- Transfers all board-approved documents to storage system responsible for ensuring all board items are accounted for and contacting departments when records are missing.
- Responds to questions from internal and external customers on matters relating to records requests.
- Maintains timely and accurate up-to-date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.
- Maintains forms used by Authority departments.
- Participates in cross-training to ensure proper backups are in place.
- Assists with the distribution of incoming mail to the Authority; responsible for processing outgoing mail and packages.
- Acts as backup to Records Technician for daily cash receipts.
- Participates in departmental projects assigned.
- Communicates with RIC management and the Records Analyst in the development and/or update of internal procedures for the daily tasks within the RIC office.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years of administrative/clerical experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration, Public Administration, related field.
- Three (3) years of experience in records and information.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state archival guidelines and the ability to research and provide accurate retention standards to internal and external customers.
- Knowledge and familiarity with State of Florida laws governing public records.
- Knowledge of procedures, policies, and rules of department.

- Ability to analyze and document operations and processes and apply knowledge of records management principles and standards.
- Ability to manage basic projects and execute the records management plan.
- Ability to use tact in communicating with others and able to constructively resolve issues in a timely manner.
- Ability to take the initiative and exercise sound judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RECORDS AND INFORMATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Records Compliance, the Records and Information Manager is responsible for managing the Authority's records and information management function and setting goals. The Manager oversees the retention, storage, and disposal of physical and electronic records, as well as supervises mailroom activities for the Authority. This position serves as the Authority's Records Management Liaison Officer (RMLO) and subject matter expert for managing physical and electronic records generated and maintained by the Authority. The Records and Information Manager is responsible for directing people and programs to develop and realize the agency's records and information management vision through strategic and business planning.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the handling of public records requests, ensuring compliance with Public Records Laws and associated regulations.
- Maintains liaison with state archival officials to establish retention and disposal standards and schedules for records, ensuring compliance across the agency.
- Manages the Authority's mailroom operations, including sorting and delivering incoming mail, and preparing outgoing mail and inter-office deliveries.
- Ensures proper logging of packages received and incoming cash and credit card payments into the delivery tracking system.
- Interacts with department records custodians to ensure the proper handling, archiving, and retention of departmental documents.
- Develops and coordinates public records training programs for staff to enhance understanding of compliance and best practices.
- Assesses team activities and recommend process improvements based on national standards and best practices in records management.
- Ensures that confidentiality, privacy, and security controls are in place for protected information by collaborating with Information Technology Services.
- Manages departmental activities by establishing schedules, developing and implementing policies and procedures, and monitoring workflow to ensure efficiency.
- Develops team goals and business plan that aligns with the overall objectives of the records management program and tracks progress against these goals.

- Monitors and manages the budget for the records management program, forecasting staffing, equipment, materials, and supplies needs for efficient operations.
- Stays current with information technology trends, legal standards, and industry practices that impact the planning and implementation of the records management program.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Business Administration, Public Administration, Management, or related field.
- Four (4) years Records Management or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certification in Financial Crime Risk Management (FCRM) and/or Compliance Risk Management (CRM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of principles, practices, and methods of records management, Florida Statute 119, which include identification, storage, circulation, retention, and disposal of records; strategies, tools, and technologies used to capture, manage, store, preserve and deliver information manually or electronically.
- Ability to work with the Legal Affairs department, coordinating records requirements and providing research in support of Public Records requests in accordance with F.S. 119.
- Knowledge of data structure and information flow to enable one to review, recommend, and revise organizational business policies to achieve compliance with technology, legal, and records requirements.
- Skills in Microsoft Office Suite and record management systems.
- Ability to participate in continuing education, research, networking, and professional and industry organizations to develop, maintain, and advance competencies.
- Ability to manage during periods involving changes in tasks, work environment, or conditions affecting the organization.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

RECORDS AND INFORMATION TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Records and Information Manager, the Records and Information Technician is responsible for a variety of administrative tasks within the Records and Information Center (RIC), including the maintenance of filing systems, logs, and records. The position maintains accurate records and ensures compliance with established procedures, ultimately supporting the overall efficiency of the Records and Information Center.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for processing requests for Police Incident Reports and computer-aided dispatch (CAD) reports received daily; compiles requested documentation from RIC systems and coordinates with other departments.
- Performs first level review on all requests for Police Incident Reports and CAD reports and prepares and sends to Records Coordinator for quality control process.
- Prepares files for destruction with the City of Tampa.
- Serves as liaison to the Maintenance department to coordinate deliveries.
- Responsible for the receipt and distribution of incoming mail; responsible for processing outgoing mail and packages.
- Regularly uploads completed and executed documents received from various departments into file system for long-term storage.
- Assists staff and the public as required.
- Responds to inquiries and search files for requested information.
- Maintains timely and accurate up-to-date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.
- Performs other administrative duties such as photocopying, ordering and issuing supplies.
- Processes payments on invoices for courier and shipping services.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- One (1) year of clerical/administrative experience.
- Or an equivalent combination of education, training and experience.
- Completion of Criminal Justice Information Services (CJIS) certification within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) year experience in public records requests and record keeping.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procedures, policies, and rules of RIC unit.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill in the use of computers, computer-related software or programs, local networks, databases, and internet search engines.
- Ability to transcribe documents and information from different sources.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing and sitting
- Occasional walking
- Occasional lifting up to 20 lbs
- Frequent typing

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RISK MANAGEMENT SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Risk and Safety, the Risk Management Specialist is responsible for identifying, assessing, and mitigating risks that may affect the Authority's operations and objectives. This position involves analyzing risk data, developing risk management strategies, and implementing policies to minimize potential losses. The Specialist will also collaborate with various departments to ensure compliance with regulatory requirements. Additionally, the role includes preparing reports on risk assessments and providing training to staff on risk management practices and procedures.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and approves certificates of insurance from contractors, subcontractors, vendors, suppliers, and tenants to ensure compliance with contractual insurance requirements, including project closeouts.
- Monitors and tracks certificates of insurance, issues notices of pending expirations to ensure continuous compliance.
- Communicates and follows up with insurance agents, contractors, and vendors to obtain corrected or renewal certificates of insurance as needed.
- Generates compliance and other reports from the certificate of insurance tracking database for management review and decision-making.
- Establishes contractual insurance coverages and limits, including those related to the Authority Tenant Work Permit and General Aviation operations.
- Reviews proposed solicitations, contracts, and agreements to ensure they include acceptable insurance language, coverages, and limits.
- Conducts audits of new contracts to ensure all insurance requirements are monitored and tracked throughout the life of the contract.
- Processes requests for Authority certificates of insurance from third parties, ensuring timely and accurate responses.
- Verifies performance and payment bonds with issuing institutions or banks to ensure compliance with contractual obligations.
- Supports efforts to identify, control, and plan for institutional risks through data collection and analysis related to insurance policies and renewals.

- Participates in facility inspections as necessary to assess compliance with safety and risk management protocols.
- Represents the Enterprise Risk Management (ERM) Department at Pre-Bid Conferences, providing insight on risk management requirements.
- Responds to personal injury and property damage reports, coordinating necessary follow-up actions and documentation.
- Assists with various banking-related functions such as wire transfers, stop payments, and reconciliations to support the financial operations of the Authority.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or valid equivalent.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience in PROPworks Property and Revenue Management System or a similar risk management information system.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of risk management principles, practices, and regulatory requirements, including familiarity with insurance coverage types and claims processes.
- Skill in analyzing risk data and preparing detailed reports on findings, trends, and recommendations for management review.
- Skill in using Microsoft Office applications, particularly Excel and Word, for data management, reporting, and correspondence.
- Ability to collaborate with various departments to promote a culture of risk awareness and ensure compliance with risk management policies.
- Skill in project management, allowing for the coordination of multiple tasks and initiatives to achieve organizational objectives effectively.
- Ability to use initiative, think independently, and exercise sound judgment when making decisions related to risk assessment and management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SAFETY MANAGEMENT SYSTEM SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airport Safety, the Safety Management System Specialist is responsible for assisting with regulatory inspections of both Movement and Non-movement areas, ensuring compliance with safety regulations under Title 14 of the Code of Federal Regulations Part 139. This role involves monitoring hazard reporting systems, maintaining training records and Safety Management System (SMS) communications, and assisting in safety meetings and training initiatives to promote a culture of safety. The Specialist will also assist in risk management assessments, maintain records of safety investigations, and promote SMS objectives across Tampa International Airport (TPA).

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Tack and trend reported hazards using the TPA Safety Management System (SMS).
- Track and trend vehicle and facility damage incidents to ensure proper mitigation measures are in place.
- Attend stakeholder safety meetings to address safety concerns and ensure compliance.
- Participate in Safety Management System Committee meetings to address safety risks and improvements.
- Assist with safety audits and risk assessments to ensure compliance with HCAA SMS.
- Identify risk controls and suggest mitigation strategies for issues identified during risk assessments.
- Assist with incident analysis to determine root causes.
- Monitor and enforce safety infractions, ensuring accountability and adherence to safety policies.
- Assist in investigating safety hazards and incidents, providing accurate record retention.
- Support the development and implementation of the Safety Management System (SMS) with TPA
- Work with cross-functional teams to ensure a cohesive and comprehensive safety strategy.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Associate's Degree in Safety Engineering, Industrial or Environmental Health and Safety, or related field.
- Two (2) years experience in safety compliance
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Certifications ? (need names).
- Safety Management System (SMS) experience.
- FAA regulations experience, specifically FAA Part 139.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local regulations related safety, specifically within the aviation industry.
- Knowledge of Safety Management Systems (SMS) and safety auditing processes.
- Ability to track and trend safety data, identifying hazards.
- Skills in risk assessments and incident analysis.
- Ability to develop safety training programs to various stakeholders and levels of TPA staff.
- Excellent written and oral communication skills, with the ability to provide clear and concise reports.

- Ability to work collaboratively with cross-functional teams to ensure comprehensive safety protocols.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

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The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SECURITY OPERATIONS COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Security Compliance Operations Manager is responsible for the daily oversight of Security Operations compliance. The primary function is to ensure the overall effectiveness of all written security documentation, guaranteeing compliance with relevant airport security policies, procedures, and regulations. This position collaborates with the Authority's Cybersecurity department and liaises with TSA to ensure all TSA cybersecurity requirements are met.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops comprehensive training guides and programs.
- Conducts monthly or as-needed training and outreach programs.
- Confirms compliance standards for security-related recurrent training. Assist in the credentialing process for ID media applicants.
- Adjudicates Criminal History Records Information (CHRI) for applicants.
- Monitors and ensures compliance with Federal regulations, TSA requirements, and the Airport Security Plan.
- Issues Security Violations for compliance-related issues.
- Attends hearings for ID Media suspension or revocation.
- Analyzes violation data and revises training programs.
- Reviews security violations for appropriateness and consistency.
- Acts as the "on-call" Airport Security Coordinator.
- Assists aircraft operators, foreign air carriers, and airport tenants with security-related issues.
- Maintains a system of checklists for audit and inspection criteria.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines**.**
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Four (4) years experience in airport operations, airport security, or related field.
- Or equivalent combination of education, training, and experience.
- Must complete Airport Security Coordinator training and designation within 30 days of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of security policies, procedures, and guides.
- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of current cybersecurity trends and best practices.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs

- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SECURITY PROJECTS AND ACCESS CONTROL COMPLIANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Security Compliance, the Security Projects and Access Control Compliance Manager is responsible for coordinating and leading projects to ensure adherence to all Airport Security Program requirements, TSA regulations, and Security Directives. This role involves monitoring, tracking, and coordinating access control requirements and permissions for all airport employees, contractors, vendors, and tenants, as well as maintaining and updating access levels for existing and new personnel. The duties of this position are mandated by the Transportation Security Administration (TSA) and are critical for national security at airports. Additional responsibilities include conducting performance reviews, advancing security initiatives, providing on-call 24/7 Access Control Support, and regularly assessing and enhancing the overall security program to identify opportunities for improvement.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews and addresses administrative and operational issues related to TSA security mandates, ensuring compliance and operational integrity.
- Manages, coordinates, and directs security-related projects and initiatives across the Authority, including those involving Fixed Based Operators and General Aviation airports.
- Acts as an “on-call” Airport Security Coordinator, providing 24/7 availability to the TSA and responding to urgent security needs.
- Creates, compiles, prepares, and disseminates various reports for airport tenants, airline managers, contractors, staff, FAA, and law enforcement agencies.

- Oversees the financial performance of the Airport Credentialing Office, ensuring effective resource allocation and budget adherence.
- Conducts audits of all tenants' security procedures and records, ensuring compliance with background checks, security training requirements, and credential statuses.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Five (5) years experience in airport operations, airport security, or related field.
- Two (2) years supervisory experience
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Current Airport Security Coordinator designation with at least one (1) year of ASC experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of security policies, procedures, and guides.

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Knowledge of current cybersecurity trends and best practices.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing.
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR ACCOUNTANT-ACCOUNTS RECEIVABLE

GENERAL DESCRIPTION

Under the general direction of the Accounts Receivable and Revenue Control Finance Manager, the Senior Accountant-Accounts Receivable is responsible for executing a full range of professional accounting duties related to the Accounts Receivable function. This role involves performing accounting tasks and reconciliations associated with collections, invoicing, statistics, and reporting for airport tenants, including airlines, rental cars, and concessionaires. Additionally, this position manages the Reporting Portal, audits report accuracy, assists in the collections process, and maintains correspondence with major tenants to ensure timely financial and statistical data reporting.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes accounting and fiscal data, records and reports for all revenue generating agreements and contracts across the airport, including but not limited to airlines, rental cars, and concessionaires.
- Tracks and reports statistics related to passenger enplanement activity, passenger facility charge reports, concessions gross receipts, etc.
- Prepares revenue invoices for the Authority's active agreements/leases and ensures transactions post to proper fiscal periods and accounts including moving funds across functional business units within assigned department/agency.
- Reviews monthly airlines' statistical reports for accuracy, invoicing, and to identify activity trends.
- Audits report accuracy versus Authority systems to ensure the Authority receives accurate revenue.
- Manages Reporting Portal and coordinates with Authority staff to ensure that the portal reflects active agreements configuration and appropriate financial values to ensure accurate revenue and reporting.
- Assists in the monthly collections process.
- Tracks and reviews remittance of Customer Facility Charge and Passenger Facility Charge reports to ensure compliance.
- Record miscellaneous journal entries for non-invoiced revenue.
- Correspond with all major airport tenants to ensure the accurate and timely reporting of financial, statistical, and sales data.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years of professional accounting experience in aviation, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the organization's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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SENIOR ACCOUNTANT-GENERAL LEDGER

GENERAL DESCRIPTION

Under the general direction of the Controller, the Senior Accountant-General Ledger is responsible for performing a comprehensive range of professional accounting duties, including preparing complex journal entries and posting transactions to the appropriate accounts. Additionally, the position requires high-level analytical skills to analyze financial reports and forecasts and play a leading role during the year-end financial audit by interacting directly with auditors. Responsibilities include cash management duties, liaising with the Director of Financial Planning and Reporting to improve financial policies and internal controls, and supporting the accounts payable team.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Prepare complex journal entries and post transactions to the appropriate accounts, including inter-fund financial activity across various business units within the assigned department/ agency.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals to ensure accuracy and compliance.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP) and assists in implementing new Governmental Accounting Standards Board (GASB) pronouncements.
- Analyzes financial reports and forecasts using high-level analytical skills and thorough knowledge of accounting principles.
- Supports the month-end and year-end close processes, monitoring operating expenses for completeness before closing monthly profit and loss statements.
- Acts as a lead during the year-end financial audit process, interacting directly with auditors and supplying Prepared by Client (PBC) data requests.
- Performs cash management duties, including bank reconciliations, book transfers, and downloading electronic statements, while assisting with uploading payroll and accounts payable data files to the bank.
- Provides support to the accounts payable team regarding PCard transactions, adjusting invoice cost distributions, and ACH transaction assistance.
- Ensures the integrity of financial data by performing regular reviews and reconciliations of accounts.
- Participates in the development of financial strategies and contribute to the overall financial planning efforts of the organization.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance with all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the Authority's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or extension
- Frequent typing

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SENIOR ACCOUNTS PAYABLE SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Accounting Manager, the Senior Accounts Payable Specialist is responsible for performing accounting tasks that involve reviewing, processing, and maintaining complex financial records within the General Ledger and associated sub-ledgers. This role requires independent judgment to research and reconcile discrepancies while ensuring compliance with established accounting standards and policies. The Senior Accounts Payable Specialist may also engage in significant vendor or client interactions and is expected to work collaboratively with a professional accountant, potentially training or providing procedural guidance to colleagues.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversee the full-cycle accounts payable function, ensuring accurate invoice review, coding, approval workflow management, and timely disbursement in accordance with internal controls and organizational policies.
- Serves as the subject matter expert for accounts payable operations, providing guidance to departments on invoice processing, purchasing compliance, and payment procedures.
- Reviews and analyzes vendor invoices and payment activity for accuracy, proper authorization, and compliance, identifying discrepancies and proactively resolving issues.
- Prepares audit schedules and supporting documentation for internal and external audits, serving as a primary point of contact for accounts payable inquiries.
- Leads continuous improvement initiatives within the AP function, including automation enhancements, workflow optimization, and implementation of accounting system upgrades.
- Develops and maintains comprehensive documentation of AP policies and procedures, ensuring consistency, compliance, and cross-training capability.
- Provides training and mentorship to junior staff or departmental users on invoice processing and system best practices.
- Maintains organized and secure financial records, ensuring audit readiness and adherence to document retention policies.

Regular and reliable attendance is required as an essential function of the position. ***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.***

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business, or related field.
- Five (5) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Frequent typing

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SENIOR ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety and Security, the Senior Administrative Assistant is responsible for providing comprehensive administrative and secretarial support to facilitate the efficient operation of the department. The Senior Administrative Assistant also leads administrative staff, ensuring accurate and timely completion of tasks while implementing improvements to internal workflows and administrative policies. Additionally, the position makes recommendations on budgetary matters and serves as a liaison between the Vice President and various stakeholders, including high-ranking officials and community groups. The Senior Administrative Assistant plays a critical role in maintaining organizational effectiveness and supporting the overall mission of the department.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently perform a variety of paraprofessional administrative, secretarial, and confidential functions supporting the VP.
- Make travel and lodging arrangements and complete travel reimbursement documentation efficiently.
- Initiate and schedule appointments, reserve venues, coordinate attendees, and assemble necessary materials for meetings.
- Review outgoing correspondence for consistency, compliance with administrative policies, and accuracy in formatting and grammar.
- Initiate and compose agendas, minutes, memos, spreadsheets, logs, invoices, and reports for the director or agency head's approval.
- Interpret, recommend, and implement improvements to administrative policies and internal workflow procedures.
- Determine priority status for incoming correspondence and requests, ensuring urgent matters are addressed promptly.
- Ensure requests for action or information are completed or referred to appropriate personnel in the director's absence.
- Process, coordinate, and adjust payroll, timekeeping, schedules, and leave requests for the department.
- Serve as a liaison for the director or agency head, disseminating directives and following up on time-sensitive items within the department.

- Attend meetings with customers, special interest groups, and high-ranking officials on behalf of the director or agency head to represent the department effectively.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Business Management, Business Administration, Public Administration, or related field.
- Three (3) years experience in administrative/secretarial functions.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, precedents, regulations, executive orders, and rules relevant to the department.
- Knowledge of executive administration practices, including word processing, file management, transcription, and form design.
- Knowledge of customer service principles and processes, including assessing needs and evaluating satisfaction levels.
- Skill in managing time efficiently for oneself and coordinating the time of others effectively.

- Skill in using logic and reasoning to identify complex problems and evaluate various solutions or approaches.
- Ability to exercise discretion and independent judgment when evaluating information and making decisions.
- Ability to transcribe documents and information accurately from various sources.
- Ability to prepare and maintain detailed reports and records of activities and correspondence.
- Ability to adapt to changing priorities and manage multiple tasks in a dynamic work environment.
- Skill in utilizing various software applications to enhance productivity and streamline administrative processes.
- Knowledge of basic financial management principles, including budget tracking and expense reporting.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Occasional use of car/light truck

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SENIOR AUDITOR

GENERAL DESCRIPTION

Under the general direction of the Audit Manager, the Senior Auditor plays a crucial role in assisting the Authority in achieving its mission by delivering risk-based and objective assurance, advice, and insights. This position involves conducting professional assurance and consulting engagements, encompassing all planning phases, fieldwork, and reporting. The Senior Auditor is responsible for developing audit objectives, programs, and the appropriate scope and procedures necessary to fulfill the annual audit plan. As a key member of the Internal Audit team, the auditor collaborates with various departments and commercial entities to identify risks, provide valuable recommendations, and drive positive organizational change.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Plans and executes assurance and consulting engagements, focusing on departmental processes, gross receipts from concessionaires, and expenditures of contractors and vendors.
- Assigns tasks and oversees the work of staff and intern-level auditors involved in various audit engagements.
- Obtains and reviews evidence to ensure that engagement conclusions are well-documented and supported by thorough analysis.
- Identifies and communicates issues raised during audits, offering relevant recommendations to mitigate risks and enhance business processes.
- Prepares and reviews engagement reports and analyses for completeness and compliance with objectives, professional auditing standards, and departmental procedures.
- Represents the Internal Audit department in external meetings and conferences, sharing insights and maintaining professional relationships.
- Assists in the development and implementation of internal audit strategies and objectives.
- Provides mentorship and guidance to junior auditors, fostering their professional growth and development.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, or related field.
- Three (3) years of experience as a professional auditor.
- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- Or equivalent combination of education, training, and experience.
- If not currently a Certified Internal Auditor, will be expected to become certified by the end of the second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.

- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Knowledge of federal, state, and local laws, ordinances, rules, and regulations pertaining to fiscal management of government agencies, especially those funded by federal grants.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Ability to proactively research business best practice concepts to apply as appropriate.
- Skill in handling competing priorities to meet deadlines and commitments.
- Intermediate to advanced skills in the Microsoft Office Suite.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Occasional waking
- Frequent sitting
- Continuous typing

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SENIOR BUSINESS ANALYST

GENERAL DESCRIPTION

Under the general direction of the Vice President of Real Estate, the Senior Business Analyst is responsible for translating the terms and conditions of revenue contracts into a framework that populates the lease management and billing database to generate accurate invoices. The analyst performs advanced technical duties, focusing on the analysis and development of improved managerial policies, practices, and procedures. Additionally, this position entails providing expert guidance and coordination to various departments and agencies by evaluating organizational structures and existing programs and identifying areas for corrective action and operational improvement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the billing rule function for the Real Estate Department by translating revenue contract terms and conditions into an invoicing framework.
- Supports revenue contract managers in ensuring compliance with contractual obligations and maintaining up-to-date billing information.
- Independently track contract expiration dates, renewals, and amendments, facilitating regular reporting meetings to ensure adherence to board-approved terms.
- Collaborates with the billing team to ensure effective communication regarding contract changes and updates.
- Serves as the primary contact for changes or software updates related to the lease management database and other departmental tools.
- Organizes and utilizes complex contract terms to coordinate the department's annual revenue budget forecast.
- Functions as project coordinator for major management system review projects, including work measurement studies and operational audits.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge
- **Problem Solving;** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or a related field.
- Three (3) years of experience in developing, implementing, and evaluating business methods and procedures.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management principles, practices, and procedures relevant to the real estate industry.
- Knowledge of analysis and research techniques, methods, and procedures applicable to complex organizational structures.
- Knowledge of contract terms and conditions relevant to revenue generation and billing processes in real estate.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day

- Continuous typing

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SENIOR CONSTRUCTION INSPECTOR

GENERAL DESCRIPTION

Under the general direction of a Senior Construction Project Manager, the Senior Construction Inspector performs as a lead worker inspecting construction projects for compliance with construction plans, specifications, and monitors course of corrective action to bring them into compliance. This position is involved with quality control, safety, impact analysis, risk management and general field oversight. The Senior Construction Inspector coordinates construction activity between other departments, concessionaires, utility companies, and the general public.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Reviews and acts on administrative and operational problems to ensure construction projects are completed on schedule.
- Reviews building construction plans and specifications. Inspects the construction for compliance which could include the installation of, structural systems, architectural, Mechanical, Electrical, Plumbing and Fire protection (MEPF) systems, civil, and Furniture, Fixtures, and Equipment (FF&E).
- Documents the day-to-day job site activities including OSHA safety compliance
- Communicates issues, events, performance, and progress daily to the Project Manager
- Establishes effective working relationships with contractors, designers, and Authority team members.
- Assist in evaluating construction schedules.
- Participates in safety meetings.
- Participates in weekly Owner, Architect, Contractor meetings.
- Complete daily reports.
- Participates in closeout and punch list.
- Ensures adequacy of construction, safety, and compliance with approved plans, specifications, and submittals and when applicable determines course of corrective action to bring them into compliance.
- Reads and interprets blueprints, specifications, Request for Information (RFI)s, Architect's Supplemental Instruction (ASI)s, Electronically Stored Information (ESI) and test results.
- Enforces compliance with plans, specifications, codes, and regulations through discussions with contractors.

- Attends preconstruction conferences with contractors to review plans, specifications, drawings, and proposed methods of implementing the work.
- Communicates to Project Management any concerns with contractors and construction with regards to deficiencies or compliance of contract documents.
- Oversees construction activities to guarantee the safety of the public, employees, and workers while simultaneously safeguarding the Authority's assets throughout the project lifecycle.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Four (4) years of professional experience in building construction or similar industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building construction, mechanical, electrical, gas, and plumbing system construction.
- Knowledge of building inspection methods and procedures.
- Knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Skill in leveraging exceptional interpersonal and communication abilities to effectively collaborate with contractors, stakeholders and team members.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR CONSTRUCTION PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Construction, the Senior Construction Project Manager is responsible for managerial and administrative work in planning, organizing, directing, and executing new Construction. This position is involved in all aspects of construction including coordination, quality control, safety, scheduling, risk management, cost control, change management, dispute resolution, and are also involved in the design of projects. This position recommends recovery schedules, value engineering of design elements, and evaluates the overall risk of the project and work with fellow team members in improving safety. The Senior Construction Project Manager interacts with the Authority's consultants, engineers, parking & retail vendors, Operations, FAA, Maintenance, City of Tampa, and other agencies in representing the Authority's interest.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and directs construction and improvement projects for the Authority.
- Develops and implements a comprehensive compliance framework to track and monitor both State and Federal programs, ensuring all construction projects adhere to regulatory standards and organizational policies while mitigating risks throughout the project lifecycle.
- Oversees the contractors pay application approval process and negotiate contractor's Schedule of Values.
- Provides leadership for the airport's construction program and provide guidance for the day-to-day operations, administration, and decision making.
- Develops and implements new policies and programs needed to track and monitor contract adherence.
- Works with project inspectors as required ensuring contract compliance and continuity.
- Coordinates and notify tenants and fellow departments as needed when services are being impacted or interrupted.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Four (4) years experience in construction administration, construction management, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Project Management certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.

- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR CULTURE & EXPERIENCE BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Innovation, the Senior Culture & Experience Business Partner is responsible for fostering a positive organizational culture, enhancing employee experience, and managing a variety of HR initiatives. This role involves developing and implementing strategies to improve workplace morale, drive employee engagement, and support a thriving work environment. This position will work closely with the Leadership and Employee Development team and various departments to ensure alignment with organizational goals and promote a culture of excellence and innovation.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and executes cultural intelligence initiatives that promote a positive, inclusive, and engaging workplace culture. Fosters an environment where employees feel valued and motivated.
- Implements the Employee Experience Council initiatives and programs to improve the overall employee experience, from onboarding to career development. Ensures that employee needs and expectations are met effectively.
- Assists with performance management process and training, assisting with performance improvement plans.
- Plans, organizes events, and assists with facilitation (including Leadership off-sites) of activities that support team building, employee engagement, and organizational culture.
- Assists in managing organizational change by developing communication strategies, addressing employee concerns, and ensuring smooth transitions.
- Leads developing, implementing, and maintaining the organization's annual strategic plan (Flight Plan). Ensures the plan is accurately documented, regularly updated, and aligned with organizational goals and objectives. Collaborate with key stakeholders to track progress, address discrepancies, and make necessary adjustments to drive organizational success.
- Interviews and surveys employees and managers to gather and document job, organizational, and occupational information, including duties, responsibilities, and skills required by each job.
- Manages the wellness program, ensuring the ongoing effectiveness of existing initiatives and facilitating the implementation of new wellness strategies.

- Participates in user group meetings/conferences and assist with special projects.
- Oversees and coordinates various programs, including team building, creative problem-solving assessments, and training tools.
- Initiates ideas for employee volunteer opportunities.
- Ensures programs are aligned with organizational goals and effectively support employee engagement and satisfaction.
- Coordinates Employee Engagement Survey.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources or related field required.
- Three (3) years experience in a Human Resources professional role.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources or related field required.
- Previous experience with organization development and/or culture.

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resource laws, regulations, and best practices.
- Knowledge and skill with HRIS and other relevant software tools.
- Skills with interpersonal and technical support.
- Skills with organizational and time management. Ability to meet deadlines.
- Skills and ability to use Microsoft Office Suite or similar software.
- Skills in project management and the ability to focus on detail.
- Ability to be proactive and independent and take initiative.
- Ability to maintain work-related records and prepare reports.
- Ability to analyze data and use insights to drive decision-making and improvements.
- Ability to be an innovative thinker with a passion for creating and implementing new HR strategies.
- Ability to be a collaborative team player with a proactive approach to problem-solving.
- Ability to foster a positive, inclusive, and engaging workplace culture.
- Ability to utilize interpersonal skills when working with customers and peers to accomplish project goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR EXECUTIVE ADMINITRATIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

GENERAL DESCRIPTION

Under the direction of the Chief Executive Officer (CEO), the Senior Executive Administrative Assistant serves as a trusted partner, providing high-level administrative and operational support to ensure the CEO can function at peak efficiency. This role is critical in managing the flow of information, prioritizing complex schedules and requests, and exercising sound judgment in handling sensitive matters and competing priorities.

Acting as a key liaison, the Executive Assistant engages regularly with the Executive Team, Leadership Team, Board members, internal staff, and external stakeholders, facilitating seamless communication and coordination. With a proactive and anticipatory approach, this position ensures that the CEO's time and attention remain focused on high-impact initiatives and strategic objectives.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the CEO's schedule for internal and external activities, organizing materials, and coordinating logistics for meetings.
- Creates contact reports and track next steps following meetings to ensure timely follow-up on action items.
- Works closely with the COO and Vice President of Marketing, Communications, and Strategy to advance and support the execution of CEO-driven initiatives.
- Drafts and proofreads communications, correspondence, presentations, minutes, agendas, and other administrative documents.
- Manages the flow of information and communication from the CEO's office to staff and other leadership team members.
- Develops and manages the CEO departmental budget, including forecasting, tracking, and ensuring alignment with organizational priorities and fiscal policies.
- Prepares and reconciles expense reports, including travel expenses, in the electronic system.
- Serves as a liaison to the vertical's Leadership Team, facilitating communication between the CEO and their direct reports.
- Facilitate meaningful engagement between the CEO and key external community leaders, ensuring strategic relationship-building and alignment with organizational priorities

- Creates and maintains systems and procedures to ensure effective implementation of directives and initiatives.
- Arranges travel plans as needed, ensuring all details are handled efficiently.
- Assists in the preparation of materials for meetings, including presentations and reports, to support the objectives.
- Coordinates and schedules events, workshops, and other activities that align with the priorities and goals.
- Monitors and responds to incoming communications, prioritizing messages and delegating as necessary.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Business Administration, Public Administration, or related field.
- Five (5) years experience supporting executive level position
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelors Degree in Business Administration, Public Administration, or related field
- Certified Administrative Professional (CAP)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of advanced office management and administrative practices and procedures.
- Knowledge current office technology and software applications, including proficiency in Microsoft Office Suite.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment with shifting deadlines.
- Ability to complete complex tasks and projects with little or no guidance.
- Ability to be flexible and willing to adapt to changes and challenging situations.
- Ability to structure tasks, manage resources, and prioritize responsibilities that ensures efficiency, accuracy, and reliability.
- Advanced ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing or walking
- Sitting up to 8 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR FINANCIAL PLANNING & TREASURY ACCOUNTANT

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Financial Planning & Analysis, the Senior Financial Planning & Treasury Accountant plays a critical role in the Authority's financial stewardship. This position is responsible for overseeing and forecasting capital expenditure cash flows, identifying opportunities to maximize investment returns on available funds, and contributing to the overall liquidity strategy. Key responsibilities include performing detailed monthly Master Plan reconciliations, supporting the design and enhancement of the internal project Funding Source Application, and preparing comprehensive multi-year cash flow projections for all Authority funds. The Senior Financial Planning & Treasury Accountant also provides essential support in managing the Authority's debt portfolio by ensuring ongoing compliance with debt covenants, meeting all regulatory and disclosure requirements, and supporting long-term financing strategies. Additionally, this role monitors daily cash activity, bank balances, and fund positions to ensure accuracy, safeguard assets, and maintain optimal cash availability for operational and capital needs.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs monthly Master Plan Reconciliations - Actuals and Commitments.
- Prepares multi-year cash flow projections for all Authority funds and makes recommendations regarding the length and timing of investment maturities.
- Monitors and reconciles daily cash flows, bank balances, and fund balances to ensure accurate financial reporting.
- Summarizes monthly project expenditures by funding source to provide insights into financial performance.
- Maintains current information on treasury portfolio holdings and actively monitors securities to ensure alignment with investment strategies.
- Performs complex governmental inter-fund accounting journal entries to reconcile project funds and maintain financial integrity.
- Reports on investment fund activity and performance, providing detailed analyses to inform decision-making.

- Executes investment trades by completing transactions and communicating effectively with brokers and safekeeping banks.
- Initiates first-of-the-month operating and debt service fund transfers to ensure liquidity and operational efficiency.
- Projects cash liquidity needs to ensure that daily disbursements and construction obligations are met without disruption.
- Provide collaborative support to Finance team members, contributing expertise to strengthen overall team capabilities.
- Conducts in-depth analysis of capital expenditure cash flows to identify trends, risks, and opportunities that inform investment and liquidity management decisions.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Three (3) years of professional accounting experience in aviation or municipal financial analysis, budgeting, treasury or investments.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Knowledge of investment and cash management principles to optimize the organization's financial resources.
- Ability to analyze accounting and fiscal data, identifying trends and discrepancies to support informed decision-making.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping & climbing
- Frequent typing

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SENIOR FINANCIAL PLANNING ANALYST

GENERAL DESCRIPTION

Under the general direction of the Financial Planning Manager, the Senior Financial Planning Analyst serves as a key contributor to the Authority's long-term financial strategy and decision-making. This role leads the development of data-driven forecasts, performance analyses, and budget insights that guide the efficient use of public resources. The position requires strong analytical, technical, and project management skills to optimize financial systems, enhance reporting accuracy, and support strategic initiatives across the organization. This is an opportunity to apply financial expertise in service to the community, advancing the Authority's mission of operational excellence and fiscal stewardship.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead the development of data-driven financial forecasts, dashboards, and performance metrics that support strategic decisions across the Authority's operating divisions and capital projects.
- Partner with internal stakeholders to enhance transparency and accountability through financial modeling, variance analysis, and long-range planning that reflect the Authority's commitment to community service and fiscal stewardship.
- Serve as a key liaison between Finance, IT, and operational teams to streamline reporting processes using tools such as Power BI, Excel, and ERP systems (Oracle).
- Support capital planning and funding strategies for major infrastructure and development projects, aligning financial insights with community impact and growth.
- Drive process improvement initiatives that modernize financial management practices, leveraging analytical rigor and project management skills to strengthen efficiency and trust in public resources.
- Provides comprehensive support to the Financial Planning Manager and FP&A team in carrying out additional responsibilities and special projects as assigned.
- Conducts forecast variance analysis and communicate variance drivers to finance leadership.
- Participates in the overall development of the annual operating expense, revenue, and passenger budget
- Contributes to monthly forecast submissions to Finance.
- Generates insights from financial analyses, interprets data, and communicates key takeaways.
- Supports departments with monthly revenue and expense projections through the Enterprise Planning and Budgeting Cloud Service.

- Maintains the cost center and account hierarchy associated with operating expenses in the Enterprise Planning and Budgeting Cloud Service.
- Prepare journal entries and posts transactions, including fund transfers across departments and cost centers.
- Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals related to forecasting
- Provides inputs to the business plan and actual calculations of rates and charges.
- Prepares presentation-ready materials containing financial and operational metrics for staff meetings and business reviews.
- Supports key business initiatives with analytical and modeling assistance.
- Manages the Authority's SkyCenter common-area maintenance calculation and supports Commercial Real Estate Profit & Loss statements.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree Finance, Accounting, or related field.
- Three (3) years of accounting and/or finance experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), enterprise business suite software, and the Microsoft suite of software products.
- Knowledge of computerized accounting systems.
- Knowledge of the specific accounting and reporting requirements and the complete accounting cycle of the organization to which assigned.
- Knowledge of budgetary procedures and controls.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to plan, organize, and supervise the work of others.
- Ability to use a computer and related software.
- Ability to recognize, analyze, and solve a variety of problems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR GUEST EXPERIENCE REPRESENTATIVE

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Supervisor, the Senior Guest Experience Representative (GER) plays a vital role in providing exceptional customer service in a community-facing environment at Tampa International Airport. This position assists guests, passengers, and tenants by offering wayfinding, educational support, and information about airport facilities and services. The Senior GER also conducts airport tours, monitors safety systems, and actively engages with the public at various events, ensuring a positive experience for all airport users while promoting the Authority's mission and values. The Senior mentors and coaches new Guest Experience Representatives on the proper procedures and customer service requirements for the Authority.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates closely with the Guest Experience Supervisor, on the needs of the section and customer service enhances to heighten the passenger experience.
- Provides direction and assistance to incoming international passengers in the Federal Inspection Station, formulating detailed reports on significant observations for the Aviation Authority staff.
- Follows up on reported operational issues, ensuring timely resolutions and that problems have been corrected effectively.
- Offers information and assistance to airport guests regarding facility usage, available services, local attractions, and flight information.
- Conducts educational walking and bus tours of the airport terminal and airfield for schools, groups, and community organizations, enhancing public knowledge and engagement.
- Monitors escalators, elevators, shuttle cars, and the monorail system for accidents and outages, reporting incidents immediately and taking appropriate action when necessary.
- Responds to emergency situations, taking operational direction from leadership as needed to ensure public safety and effective crisis management.
- Provides VIP tours as necessary, ensuring a personalized and exceptional experience for high-profile guests.

- Represents the Authority at school fairs, festivals, and community events, maintaining a booth or display to provide literature and promotional items.
- Creates and implements training materials for new hires, ensuring they understand the processes and expectations related to guest experience.
- Manages the assignments and operational efficiency of contracted Customer Service Representative staff in the absence of a Guest Experience Supervisor, ensuring quality service delivery.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years customer service experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport operations, facilities, and community resources to effectively assist passengers and provide accurate information.
- Knowledge of customer service principles and practices, ensuring a high standard of service delivery to all airport users.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing.
- Walking & sitting up to 6 hours per day
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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SENIOR HUMAN RESOURCES ANALYST

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Human Resources Analyst is responsible for managing a variety of Human Resources (HR) programs and initiatives. This role serves as an analytical point-of-contact for all assigned functional areas of HR and assists subject matter experts with ensuring HRIS data integrity, compensation surveys, job requirements, evaluating job positions, report writing, and analyzing data flows for process improvement opportunities. This role requires agility in balancing multiple responsibilities while maintaining organization and attention to detail. Members in this classification perform complex duties and functions with considerable independence.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Collaborates with leadership and HR staff to identify system improvements and enhancements; recommend and implement solutions.
- Performs system maintenance, including assisting in reviewing, testing, and implementing HRMS system upgrades or patches. Collaborates with functional and technical staff to coordinate the application of upgrades or fixes. Maintains HRMS system tables. Documents process and results dictated by authority business rules and procedures.
- Serves as a resource to the HR department regarding HRIS applications and software that organize human resources and personnel records.
- Responsible for creating and analyzing year-end hiring trends, turnover, dashboards, and other relevant data.
- Calculates annual pay raises and other employee recognition items.
- Analyzes and prepares reports on program performance, including website and TV content updates, professional study participation, and benefits analytics and billings, to HR leadership and other stakeholders.
- Prepares and maintains job descriptions for each position, ensuring that descriptions accurately reflect incumbents' work.
- Assists with assessing jobs and their duties to determine classification as exempt or nonexempt and appropriate salary range.
- Benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position, ensuring internal equity.
- Utilizes spreadsheet and data analysis techniques to assess results and market trends.

- Prepares and presents summary reports of job analysis and compensation analysis information.
- Facilitates annual open enrollment strategies with testing and implementing benefit or rate changes.
- Consults and works collaboratively with IT function to develop and administer plans for HRIS applications.
- Conducts system data audits to ensure the accuracy of data entry and verify system functionality.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources or related field.
- Four (4) years experience in a professional human resources role, including some experience in analytics and administration of an human resources information system.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of human resource laws, regulations, and best practices, ensuring compliance and effective HR management.
- Skill in providing excellent interpersonal and technical support, enhancing employee experience and HR service delivery.
- Skill in organizational and time management, with a proven ability to meet deadlines and manage workload efficiently.
- Skill in Microsoft Office Suite or similar software, facilitating effective communication and reporting.
- Skill in project management with meticulous attention to detail, ensuring successful project execution.
- Skill with HRIS and other relevant software tools, ensuring efficient data management and reporting.
- Skill and ability to foster a positive, inclusive, and engaging workplace culture that promotes employee satisfaction and retention.
- Ability to take initiative and work proactively and independently, driving HR projects and improvements.
- Ability to maintain accurate work-related records and prepare comprehensive reports for stakeholders.
- Ability to collaborate respectfully and effectively in a team environment.
- Ability to analyze data and utilize insights to drive informed decision-making and continuous improvements.
- Ability to be an innovative thinker passionate about creating and implementing new HR strategies that enhance organizational effectiveness.
- Ability and skill to be a collaborative team player with a proactive approach to problem-solving and contribute to a cohesive work environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR HUMAN RESOURCES BUSINESS PARTNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Employee Relations and Talent Acquisition, the Senior Human Resources Business Partner plays a key role in talent acquisition, employee benefits, compliance, and various Human Resources (HR) functions. This role serves as a strategic partner to management, focusing on aligning HR initiatives with business objectives to drive organizational success. This position oversees onboarding and offboarding processes, maintains personnel records, and leverages HRIS systems for data management and reporting. With a focus on fostering a positive workplace culture, this role guides and supports leadership on HR-related issues and best practices.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures the highest level of service is provided to all applicants, candidates, hiring managers, and employees.
- Provides timely responses to inquiries and follow-up regarding the recruitment process.
- Leads the recruitment process, from job postings to candidate selection, ensuring a diverse and qualified talent pool.
- Conducts interviews and collaborates with hiring managers to assess candidates' qualifications.
- Manages employee benefits programs, including health, retirement, and wellness initiatives.
- Provides benefits information during new employee orientation and one-on-one meetings.
- Supports employees during life events, providing guidance on benefits and resources available.
- Ensures adherence to employment laws and regulations.
- Develops and maintains job classifications and position control documentation to meet organizational needs.
- Manages employee onboarding and off-boarding procedures, including exit interviews and final paperwork.
- Administers leave policies, ensuring compliance with applicable laws and internal procedures.
- Regularly review and coordinate updates on HR procedures and policies to reflect best practices.
- Maintains accurate and confidential personnel records, ensuring compliance with data protection regulations.
- Generates and analyzes HR reports to support decision-making and identify trends.
- Utilizes HRIS systems for data management and reporting, ensuring information accuracy and integrity.
- Collaborates with leadership to develop HR strategies that support business goals.

- Provides guidance and coaching to managers on HR-related issues and best practices.
- Triages incoming HR requests, respond to employee questions and escalates more complex issues to the Senior Manager.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field.
- Three (3) years experience in Human Resources, with a generalist focus on talent acquisition, benefits, and employment compliance.
- Or equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FMLA, workers' compensation, and leave administration.

- Knowledge of human resource laws, regulations, and best practices.
- Knowledge of HRIS platforms, systems or technologies.
- Skill in effective interpersonal relations and negotiation.
- Skill with organizational, project, and time management, with a proven ability to meet deadlines.
- Skill in Microsoft Office Suite or similar software applications.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to maintain work-related records and prepare reports accurately.
- Ability to analyze data and use insights to drive decision-making and improvements.
- Ability to manage multiple projects simultaneously while adapting to changing priorities.
- Ability to be a collaborative team player with a proactive approach to problem-solving.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR LEGAL ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of an Assistant General Counsel, the Senior Legal Administrator plays a crucial role in the Legal Affairs department by ensuring compliance with legal processes and financial requirements while facilitating smooth departmental operations. The Senior Legal Administrator is responsible for establishing and implementing internal procedures, maintaining a comprehensive filing system, and monitoring expenditures related to outside counsel and agreements.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Independently provides accurate oral and written communications summarizing assembled information.
- Serves as a liaison between the Legal Affairs department and various stakeholders, including Authority Board members, Authority staff, external attorneys, governmental agencies, and the traveling public.
- Composes and edits correspondence on behalf of the General Counsel and Assistant General Counsel independently.
- Develops and oversees a comprehensive central filing system to ensure efficient record-keeping.
- Sets department goals and objectives and ensures adherence.
- Monitors the status of allocated funds and expenditures to ensure financial compliance.
- Conducts legal and general research as needed.
- Prepares budget requirements for the department.
- Monitors expenditures related to outside counsel and agreements.
- Coordinate meetings with outside counsel and Authority staff relating to current litigation matters.
- Coordinates and prepare agendas for department meetings.
- Drafts agenda titles, summaries, and PowerPoint slides for items to be presented to the Authority Board.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Public or Business Administration, or related field.
- Four (4) years experience as a paralegal/legal secretary in the areas of real estate, litigation, government law, construction, bankruptcy, contract law or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal terminology and procedures relevant to the operation of a legal department in a public agency.
- Knowledge of budget preparation and financial monitoring processes to ensure compliance with allocated funds.
- Knowledge of document management and record-keeping practices, including maintaining a comprehensive central filing system.
- Knowledge of procurement and expenditure monitoring related to outside counsel and legal agreements.
- Ability to perform executive and legal administrative tasks, including typing, scheduling, filing, and transcribing dictation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 25lbs
- Occasional bending, stooping, pushing, pulling, and/or dragging
- Continuous typing

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SENIOR LOST AND FOUND PROPERTY CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Guest Experience Manager, the Senior Lost and Found Property Control Coordinator is responsible for the operational administration and coordination of the Authority's Lost and Found Department. This role includes assisting owners of lost items on-site and performing administrative tasks focusing on inventory compliance and documentation. The Senior Coordinator guides and mentors team members as the subject matter expert for the section.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates the day-to-day operations of the Authority's lost and found program, including cataloging items and making every attempt to find their owners.
- Liaises with airport staff, security, airlines, and passengers to facilitate the return of lost items.
- Provides exceptional customer service by responding promptly to inquiries and keeping individuals informed throughout the retrieval process.
- Develops and identifies areas for process enhancement.
- Participates in budget development by providing justification and persuasive arguments for proposals, supplies, and equipment needed for Lost and Found.
- Oversees the dispositioning of unclaimed items after 30 days.
- Generate reports detailing the status of lost items, lost property trends, statistical data, and any improvements needed in the lost and found process.
- Ensures and oversees compliance with Authority and airline policies regarding the handling, storage, and disposal of lost items.
- Follows established procedures for the safekeeping and eventual disposal of unclaimed items.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School Diploma or equivalent.
- Three (3) years experience leading a property control/intake and return/ lost and found team.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules governing the Lost and Found area to ensure compliance and effective operations.
- Knowledge of data management techniques and inventory control, enabling accurate tracking and cataloging of lost items.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting up to 50 Ibs
- Pushing, pulling and/or dragging, bending, stooping & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF ENTERPRISE NETWORK SERVICES

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Services, the Senior Manager Enterprise Network Services is responsible for leading the research and evaluation of emerging trends in the information technology field to assess their potential value and applicability to the organization. This role involves recommending the application of new products and solutions to maximize their value and enhance the Authority's Information Technology (IT) infrastructure. The Senior Manager will prepare comprehensive project plans and schedules, ensuring that all project objectives and system development requirements align with business needs. This position plays a critical role in facilitating successful project execution and strategic planning within the Enterprise Network Services department.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates the Authority's IT infrastructure, regularly looking for new technology to address business needs.
- Recommend ways to apply new products and solutions that maximize their value and improve organizational performance.
- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Actively participates in project development as needed, contributing expertise and oversight to ensure successful outcomes.
- Monitors activities performed by project staff to ensure that all products and documentation meet departmental standards and quality expectations.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships to inform strategic planning.
- Develops plans for testing and implementing systems, monitoring those processes to ensure that desired results are achieved and maintained.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years' experience managing Information Systems projects, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of various information technology methods and equipment to inform strategic decisions.
- Knowledge of information technology systems design and programming, enabling effective oversight of infrastructure projects.

- Knowledge of IT infrastructure components, including servers, storage solutions, networking equipment, and cloud technologies.
- Ability to synthesize project information and establish the appropriate scope, objectives, and deliverables for various projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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SENIOR MANAGER OF AIRFIELD OPERATIONS AND COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Senior Manager of Airfield Operations and Compliance is responsible for leading and ensuring compliance with Federal Aviation Administration (FAA) regulations, specifically Title 14 Code of Federal Regulations (CFR) Part 139, and all associated requirements for the Authority. This role oversees the Airfield Operations Duty Team, manages Part 139 training programs, coordinates airfield construction activities, and implements the Safety Management System (SMS) and Wildlife Hazard Management Programs. The Senior Manager provides leadership, drives innovation in compliance and safety practices, and collaborates with various departments, external agencies, and stakeholders to maintain regulatory compliance.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Establishes, implements, and continuously improves safety processes related to airfield operations in accordance with Title 14 CFR Part 139.
- Ensures continuous compliance with Title 14 CFR Part 139, Part 1542, Airport Operating Certificate, and the Airport Certification Manual.
- Responsible for ensuring all personnel are properly trained and records maintained per the requirements of Part 139.301 and 303.Ensure all phases of the self-inspection program follow standards set forth in Part 139.327.
- Collaborate with fueling tenants, ARFF, and authority staff to maintain procedures for the protection of persons and property on the airport when handling hazardous materials in compliance with Part 139.321.
- Manages the airport's Movement Area Training Program and compliance with Part 139.329.
- Maintains effective oversight of the TPA Wildlife Hazard Management Plan in accordance with Part 139.337.
- Reviews and evaluates Construction Safety Phasing Plans for potential operational impacts and engineering and construction documents for compliance with Part 139.341.
- Ensure staff are trained and prepared to fulfil their roles and responsibilities within the Airport Emergency Plan and comply with Part 139.325.

- Collaborates with the SMS Manager to ensure compliance with the Airport's approved Safety Management System Plan requirements and Part 139.401-403.
- Accountable for the well-being and support of the Airfield team, providing opportunities for growth, development and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Eight (8) years experience in an airport with Federal Aviation Regulation (FAR) Part 139 as listed in the Federal Aviation Administration (FAA) guide.
- Four (4) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations, specifically Title 14 CFR Part 139, and associated airport operations requirements.
- Knowledge of SMS and best practices related to airfield safety and compliance.
- Knowledge of wildlife hazard management principles and practices applicable to airport environments.
- Knowledge of airfield construction coordination processes and project inspection standards.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per shift
- Lifting up to 50 Ibs.
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

SENIOR MANAGER OF AIRPORT CONCESSIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Concessions, the Senior Manager of Airport Concessions is responsible for the administration of leases and contracts to ensure compliance with terms and conditions expressed therein; monitor business partner operations, and assist in developing business and operational recommendations, maintain strong relationships with business partners, and conduct regular site visits. The Senior Manager is also responsible for the oversight of contract management, development and management of procurements, strategic business planning, business partner compliance, conflict management, and the day-to-day management of the relationships between the Authority and business partners.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Builds internal and external relationships to deliver strategic financial goals.
- Works with Concessionaire partners to promote success by reviewing short- and long-term metrics.
- Administers leases and contracts to ensure compliance with areas such as pricing and collections.
- Creates various financial reports including development of pro forma, break-even scenarios, and cost-benefit analysis.
- Prepares presentations to further the Authority's strategic business plan and support new initiatives.
- Researches relevant markets and financial trends to forecast future business activity and assist in developing recommendations.
- Reviews financial performance of related lines of business and assists in preparation of annual department budget.
- Develops and manages procurements as needed.
- Develops and manages policies and procedures for the department.
- Drafts and prepares documents for Authority Board meetings.
- Manages the day-to-day relationship between the Authority and the concession tenants; resolve management, tenant, and customer complaints and conflicts between tenants to ensure excellent customer service.

- Manages events for Airport tenants including training seminars, meetings and special events and assistance with security clearance and badging.
- Ensures business partners submit required reports and payments on time and assists with collection of past due fees.
- Coordinates with other Authority departments and outside agencies as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Six (6) years experience in management involving multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park concessions

management or rental car concessions management, commercial property/shopping center management, or hotel management.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Previous experience with aviation customer service or concessions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and skill in the use of Microsoft Word, PowerPoint, Excel, and Visio.
- Knowledge and skill in contract management, sales support and financial management.
- Knowledge and a thorough understanding of Concessions Programs.
- Skills and ability to administer and manage contract documents.
- Skilled in using logic, reasoning, and analytics to identify complex problems, evaluate alternative solutions, and develop valuable business insights.
- Skills and the ability to be organized while simultaneously prioritizing tasks.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF AIRPORT OPERATIONS CENTER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Operations and Emergency Management, the Senior Manager of Airport Operations Center, is responsible for managing the Authority's 24/7/365 operations and communications center which serves as the central point of contact for all calls, including emergency calls. The operations center is responsible for proactive management and leadership of airport systems, customer processing and movement, emergency management, and 911 Public Safety (Police, Fire, EMS) calls and calls relating to all critical airport systems, including elevators, escalators, and shuttles. The Senior Manager position is responsible for managing a staff of managers and a team of 30+ dispatchers on rotating shifts.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages, plans, and provides direction to the Airport Operations Center.
- Coordinates assignments for the Airport Operations Center, assigns staff to ensure adequate coverage, monitors activities to ensure the proper staffing and coordinates backup support for contingency actions.
- Determines funding requirements, develops and manages the Airport Operations Center's annual operating budget, and monitors the status of allocated funds and controls expenses.
- Plans for future needs and benchmarks operational processes against other airports to ensure best practices are always in place.
- Coordinates with internal divisions and external agencies/departments to ensure an efficient flow of communications and services.
- Establishes, Interprets, explains, and ensures compliance with program requirements, regulations, and procedures.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management or a related field.
- Six (6) years of experience managing operations at a large or medium hub airport.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability.
- Part 139 regulatory experience.
- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM).
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) and/or AAAE Airport Certified Employee (ACE) Airfield Operations credential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF AIRPORT SAFETY

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Safety, the Senior Manager of Airport Safety manages multiple disciplines within the safety realm and will ultimately be responsible for wholistic Airport Safety. This role is a combination of balancing Part 139 regulations and occupational health and safety standards campus wide.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide oversight and strategic direction for incident and exposure management programs, ensuring timely and effective response and resolution.
- Lead the development, review, and implementation of comprehensive safety training programs across the organization, ensuring alignment with best practices and regulatory standards.
- Oversee maintenance of accurate and auditable safety records IAW Part 139 regulations.
- Partner with enterprise risk management to assist in the incident/accident cycle as it pertains to the Return- to-Work program.
- Evaluate and advise on gaps, risks, and enhancement opportunities within the Airport Safety Program, driving program evolution to meet emerging challenges and regulatory changes.
- Build a team of experts who specialize in SMS, OSHA, and construction safety regulations applicable to contractors.
- Direct and approve comprehensive onsite compliance audits, ensuring regulatory adherence and mitigating risk.
- Operate with broad autonomy, independently developing innovative solutions to complex safety challenges while aligning with organizational goals and risk management strategies.
- Lead comprehensive hazard assessments to establish and enforce robust workplace safety standards that proactively prevent occupational illnesses/injuries and asset damage.
- Direct identification, prioritization, and remediation of hazardous conditions, ensuring corrective actions are implemented effectively and verified for sustained safety improvements.
- Lead thorough investigations of work-related incidents and accidents, coordinating data collection, analysis, and reporting in accordance with company policies and federal, state, and local regulations.

- Approve and oversee training for high-risk operations (e.g., confined space, working at heights), ensuring adherence to safety protocols and industry best practices.
- Oversee industrial hygiene programs and implement control measures to safeguard employee health.
- Serve as the organization's primary liaison during Part 139 inspections, facilitating walkthroughs and ensuring timely resolution of identified issues.
- Lead investigations into incidents causing property damage or injury, determining root causes and recommending strategic interventions—including procedural changes or specialized equipment procurement—to prevent recurrence.
- Advise senior leadership in applicable departments on emerging risks or unique safety challenges that could result in significant operational or financial impacts, proactively shaping risk mitigation strategies.
- Schedule, lead, and facilitate safety committee meetings spanning all internal departments and external tenants.
- Direct evaluation of safety program effectiveness, including cost-benefit analyses, to inform strategic resource allocation and program enhancements.
- Establish specifications and lead the procurement process for new or upgraded safety equipment, ensuring alignment with evolving operational needs and industry standards.
- Maintain strategic relationships with local, state, and national safety organizations, leveraging insights and innovations to continuously advance the company's safety initiatives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Risk Management, Aviation Safety, Industrial hygiene, Industrial Safety, or related field.
- Six (6) years aviation safety related experience.
- Three (3) years of supervisory experience.
- Experience in regulatory compliance with federal agencies.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certifications in Risk Manager, OSHA 10/30, or ACE SMS

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance coverage requirements, including property, automobile, liability, and workers' compensation claims, ensuring compliance with regulatory standards.
- Knowledge of risk management principles and practices, including loss prevention strategies and safety compliance requirements such as OSHA and SMS standards.
- Ability to develop, manage and conduct safety training presentations.
- Proficient in Microsoft Word, Excel, Outlook, and Power Point.
- Ability to compile data and generate visual presentations (graphs/charts).
- Considerable knowledge of designing, implementing, and sustaining a Safety Management System.
- Considerable knowledge of loss prevention practices, procedures, and techniques used in varied employment situations and equipment operations.
- Considerable knowledge of standard safety equipment and safe driving methods applicable to varied types of vehicle operations and work areas.
- Knowledge of accident prevention records, statistical measurements of accident frequency, severity.
- Ability to detect hazardous working conditions in varied work environments and equipment operations.

- Ability to supervise and mentor subordinate employees, promoting professional development and maintaining a high standard of performance within the team.
- Ability to develop and implement policies and procedures that guide the Authority's risk management and claims processes effectively.
- Skill in preparing and presenting detailed reports to senior management regarding claims status, risk exposure, and recommendations for improvement.
- Ability to stay current with industry trends, legal changes, and best practices related to risk management and claims processing.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Frequent walking

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SENIOR MANAGER OF BUSINESS SYSTEMS & PRODUCT STRATEGY

GENERAL DESCRIPTION

Under the general direction of the Director of Software Engineering & PMO, the Senior Manager of Business Systems & Product Strategy is responsible for leading strategic Information Technology (IT) planning, managing vendor and contract relationships, and overseeing budgetary considerations for core enterprise business applications. The Senior Manager collaborates across IT and with business partners to identify opportunities for application enhancements, implement innovative tools and processes, and ensure alignment with the overall enterprise strategy. This role contributes to optimizing the functionality and effectiveness of the organization's technology landscape.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Participates in the leadership and management of the Information Technology Services (ITS) department by contributing to the development and execution of the ITS strategic plan.
- Provides strategic and tactical planning, development, evaluation, and coordination for key enterprise systems while delivering departmental initiatives and goals.
- Defines and manages the application portfolio, preparing roadmaps and establishing long-term strategies for key products and applications.
- Defines enterprise strategies that align functional solutions with business requirements and operations.
- Develops and implements application support, release management, and testing processes to ensure operational sustainability.
- Oversees vendor contracts and licensing agreements, developing and managing the team's budget and tracking spending on vendor work plans.
- Facilitates communication between the Enterprise Business Applications department and the Authority’s internal and external business partners.
- Collaborates with the Technology Project Management Office to plan resource deployment for new applications and software.
- Creates and implements policies for the appropriate use and management of the Authority’s enterprise business applications.
- Monitors and reports on the performance of enterprise applications, making recommendations for improvements as needed.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of project management experience in Agile and Waterfall Project Management methodologies, tools, and best practices, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Project Management Professional (PMP) or Certified Scrum Master (CSM) certification.
- Extensive experience implementing and supporting on-premise and SaaS Enterprise Resource Planning (ERP) solutions.
- Experience working in a public sector organization; transportation sector experience would be a plus.
- Familiarity with Organizational Change Management practices (Prosci preferred).
- Experience in application development, testing, and/or business systems analysis.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement, implementation, maintenance, and management of business applications.
- Knowledge of best practices and future directions in developing on-premise and SaaS application roadmaps.
- Knowledge of business intelligence and data architecture, including solutions for marketing, sales, service, and operations.
- Knowledge of business intelligence best practices, processes, tools, standards, and methodologies.
- Knowledge of various business intelligence solutions and the ability to create a cohesive technology roadmap.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR MANAGER OF CAPITAL ACCOUNTING

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Senior Manager of Capital Accounting plays a critical leadership role in overseeing the financial management and reporting of the Authority's multi-billion-dollar capital program, ensuring the integrity and transparency of capital asset accounting across the organization. This position leads the accounting oversight of major infrastructure investments, including airport expansion projects, bond-funded initiatives, and federally funded programs such as FAA grants—while ensuring compliance with GAAP, GASB, and regulatory requirements. The role partners closely with Engineering, Planning, and executive leadership to provide financial insight throughout the full lifecycle of capital projects, from planning through completion and capitalization. The ideal candidate combines deep technical accounting expertise with strategic leadership to strengthen internal controls, enhance financial reporting, and support the long-term growth and modernization of the airport

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SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead all accounting and financial reporting related to capital assets, including additions, disposals, transfers, and depreciation.
- Oversee construction-in-progress (CIP) accounting, ensuring accurate project cost accumulation and timely capitalization of completed projects.
- Ensure proper classification of capital versus operating expenditures in accordance with GAAP and applicable GASB standards.
- Review and approve capital-related journal entries, reconciliations, and fixed asset subledger activity to ensure completeness and accuracy of financial records.
- Establish, maintain, and continuously improve internal controls over capital expenditures, asset management, and related financial processes.
- Ensure compliance with GAAP (FASB or GASB, as applicable), regulatory requirements, and internal policies.
- Support preparation of the Authority's annual financial statements, including capital asset schedules, footnote disclosures, and audit support.
- Partner with Planning and Development, Facilities, Procurement, and IT teams to ensure accurate financial tracking of capital projects and asset lifecycle management.

- Serve as the primary liaison with external and internal auditors on all capital accounting matters and audit requests.
- Monitor and interpret evolving accounting standards and regulatory guidance, evaluating impacts to the Authority's capital accounting practices.
- Identify and implement process improvements and system enhancements to strengthen efficiency, transparency, and data integrity within capital accounting operations.
- Lead, mentor, and develop capital accounting staff while fostering a culture of accountability, collaboration, and continuous improvement.
- Provide capital asset reporting, analysis, and insights to finance leadership and executive management to support strategic decision-making.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results**: Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness**: Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability**: Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgment**: The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or a related field.
- Certified Public Accountant
- Six (6) years of progressive accounting experience, with significant focus on capital accounting, fixed assets, or construction accounting.
- Two (2) years of supervisory experience.

- Experience in large, complex organizations with significant capital programs

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PREFERRED QUALIFICATIONS

- Master's Degree in Accounting, Finance, or a related field.
- Public sector or infrastructure experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of GAAP and capital accounting standards (GASB or FASB).
- Expertise in fixed asset systems and ERP platforms.
- Advanced Excel and financial analysis skills.
- Strong analytical, organizational, and problem-solving skills.
- Ability to communicate complex accounting concepts clearly to non-finance stakeholders.
- Proven leadership and team development experience.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Requires little or no physical effort or exertion
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF CAPITAL PROGRAMS AND ITS

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Capital Programs and ITS, the Senior Manager of Capital Programs and ITS is responsible for overseeing the procurement process for capital improvement, Master Plan projects, and information technology. This position oversees the development of solicitation documents, specifications, and contract documents for capital and professional service agreements. Additionally, the Senior Manager of Capital Programs and ITS oversees the Owner Direct Purchase (ODP) and Job Order Contracting (JOC) Programs.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Ensuring adherence to established guidelines and promoting operational efficiency.
- Ensures compliance with all federal, state and local procurement requirements in the selection of contractors. concessionaires, consultants and individuals providing services or products to the Authority.
- Represents the Authority in negotiating contracts, agreements, work orders, and change orders.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), Invitation to Quote (ITQ), sole source and government contract purchasing.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliers.
- Oversees the development of solicitation documents, specifications, contract amendments, change orders, renewals, and contract documents for various delivery methods and facilitate Solicitation processes.
- Manages Capital Program contract and solicitation templates.

- Analyzes cost projections against industry best practices.
- Analyzes proposals and bids for responsiveness and responsibility.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years experience in purchasing, contracts management and competitive procurement processes, of which at least three (3) years in public (government) purchasing.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP), within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business, or related field.
- Certified Professional in Supply Management (CPSM).

- General Contractor's license, Class “A”, or comparable certification, or a construction procurement certification.
- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 25 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SENIOR MANAGER OF CLIENT AND FIELD SERVICES

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Services, the Senior Manager of Client and Field Services is responsible for leading the research and evaluation of emerging trends in Information Technology (IT) to assess their potential value and applicability within the organization. This role involves recommending new products and solutions to enhance operational efficiency and applying extensive knowledge of IT concepts and practices to inform strategic decision-making. The Senior Manager will develop comprehensive project plans, oversee the formulation of project objectives and requirements, and actively participate in project development to ensure alignment with business needs.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Recommends ways to apply new products and solutions that maximize their value to the organization and improve operational efficiency.
- Prepares comprehensive project plans and schedules, coordinating requirements, tasks, work assignments, and resources to ensure project integrity.
- Oversees the formulation of project objectives and system development requirements, ensuring alignment with business needs.
- Prepares detailed specifications for information systems to guide development and implementation processes.
- Analyzes the impact of information systems on organizational structure, management techniques, and user relationships to inform strategic decisions.
- Develops plans for testing and implementing systems and monitor these processes to ensure desired results are achieved.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years' experience managing Information Systems projects, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the capabilities, limitations, and functional applications of information technology methods and equipment to ensure effective use of technology resources.
- Knowledge of information technology systems design and programming, enabling informed decision-making in system development.
- Knowledge of systems analysis, development, planning, and documentation methods and standards to guide project execution and compliance.

- Knowledge of customer service principles and practices to ensure high-quality support for clients and end-users.
- Ability to synthesize project information and establish the appropriate scope and objectives for various initiatives.
- Ability to collect, organize, and evaluate data to make logical and informed decisions that impact project success.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Lifting up to 50 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF COMMERCIAL PARKING AND GROUND TRANSPORTATION

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Parking and Ground Transportation, the Senior Manager of Commercial Parking and Ground Transportation is responsible for day-to-day operations, capacity management and operational efficiency of Tampa International Airport's public and employee parking facilities, rental car services, and ground transportation lines of business. This role entails managing key operational functions, including budget development, capacity forecasting, and contract management, while actively seeking opportunities to enhance revenue and streamline operations. Additionally, this role will involve collaboration with various stakeholders to implement strategic initiatives that improve the overall passenger experience.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the day-to-day operations of the Airport's public and employee parking, rental car, and ground transportation services, including the management of associated revenues, contracts, programs, and products.
- Conducts research and provides recommendations aimed at retaining or generating additional revenue while enhancing operational efficiencies within all areas of responsibility.
- Assists in establishing forecasts and budgets for the department, ensuring alignment with annual targets for parking, rental car, and ground transportation services.
- Analyzes performance for parking, rental cars, and ground transportation, providing insightful reports and analysis to senior leadership.
- Supports the development, implementation, and management of agreements with parking contractors, focusing on budget adherence, customer service enhancements, and operational efficiency.
- Collaborates with other departments and parking contractor to ensure compliance with revenue control measures, airport policies, procedures, and audit requirements.
- Drafts and revises policies, procedures, rules and regulations.
- Drafts and revises emergency procedures and collaborates with other departments to be the team lead for emergency planning and response.
- Works alongside the Commercial Parking System Manager to effectively utilize the Online Booking System to influence occupancy rates, optimize revenue, and improve customer service.

- Serves as first point of contact for customer feedback and requests regarding parking fee adjustments and refunds to maintain a high level of customer service.
- Utilizes parking-related software and technology to engage passengers, enhance perceived value, and retain users of parking services.
- Contributes to the identification and implementation of both short- and long-term strategic plans for airport parking, rental car, and ground transportation initiatives.
- With the Director of Commercial Parking and Ground Transportation, leads assists, and negotiates in the procurement of parking, rental car, and ground transportation agreements.
- Ensures compliance with agreement terms and conditions including tracking of insurances, security deposits, collection of fees, and promotes operational excellence by enforcing standards.
- Serves as subject matter expect in the operation and maintenance of the Authority's Rental Car Center and maintains excellent working relationship with the Rental Car Center's contracted third party manager.
- Serves as subject matter expert regarding operation of the Authority's Automatic Vehicle Identification system for ground transportation operators.
- Team lead during the planning, implementation, and monitoring of selected capital improvement, construction, and maintenance projects to minimize customer service and operational impacts.
- Fosters excellent working relationships with tenants, contractors, and other external stakeholders to further goals and objectives.
- Leads and mentors team members, fostering a high level of passenger service and ensuring compliance with contractual obligations in all aspects of parking facility operations, rental cars, and ground transportation services.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Management, Business, Finance, Real Estate or related field.
- Six (6) years of management experience involving parking, rental car concession, or ground transportation management
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the parking, rental car, and ground transportation industry, including social, economic, political, and technological trends that influence parking revenue and operational practices.
- Skill in preparing and presenting detailed reports that outline project status, identify challenges, and recommend effective solutions to a range of stakeholders.
- Skill in creating, managing, forecasting, and analyzing budgets and profit and loss statements (P&Ls) to ensure financial objectives are achieved.
- Ability to analyze and interpret capacity and revenue trends and industry applications, identifying opportunities for growth and operational improvement.
- Ability to build and maintain strong relationships with various stakeholders, including internal departments and external partners.
- Ability to demonstrate initiative, think critically, and exercise sound judgment in decision-making processes.
- Knowledge of compliance standards and best practices relevant to parking facility operations, rental car agreements, and ground transportation services.
- Ability to lead, coach, and mentor team members, ensuring a high level of passenger service and adherence to contractual obligations across all operational aspects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Continuous typing

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SENIOR MANAGER OF COMMERCIAL REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Director of Commercial Real Estate, the Senior Manager of Commercial Real Estate is responsible for attracting new commercial development opportunities and overseeing marketing efforts for both aeronautical and non-aeronautical land. The position involves managing tenant relations, ensuring timely responses, creative problem-solving. The Senior Manager also supports the Authority's real estate development strategy and oversees a team handling various real estate activities, such as title work, surveys, easements, environmental issues, appraisal reviews, purchase, relocation, property management and development of property interests.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Contributes to strategic planning efforts and assists in developing, implementing, and managing property development strategies.
- Provides real estate venture advice, ensuring compliance with laws and regulations while monitoring market trends for new development opportunities.
- Prepares lease documents, negotiates favorable terms, and ensures contract compliance.
- Conducts financial analyses to assess development feasibility, risks, and returns.
- Assists in managing the real estate budget, forecasting, cost controls, and revenue generation.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Business Administration or related field.
- Six (6) years experience in real estate development.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Licensed Real Estate Agent to be obtained within One (1) year of hire.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations related to the development and leasing of airport property.
- Knowledge of commercial real estate and leasing contracts.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking

- Sitting up to 6 hours per day
- Continuous typing

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SENIOR MANAGER OF COMMUNICATIONS

GENERAL DESCRIPTION

Under the general direction of the Vice President of Marketing, Communications and Strategy, the Senior Manager of Communications plays a vital role in shaping the narrative of the Authority's four airports. This position involves writing and supervising the creation of press releases, news stories, and other internal and external messaging while managing the airport's industry-leading social media program. The Senior Manager will oversee staff, develop and execute communication projects aligned with Authority objectives, and lead communications for construction projects and revenue-generating initiatives. This role also includes creating analytics reports, researching and writing for executive staff, organizing public outreach and responding to media inquiries to promote airport initiatives effectively.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Writes and edits compelling stories for distribution through the Authority newsletters, websites, and various digital platforms.
- Leads communications efforts for the Authority construction projects and revenue-generating initiatives, while maintaining an organized messaging calendar.
- Develops and implements a comprehensive social media program strategy, ensuring content accuracy, brand consistency, and growth in audience engagement.
- Collaborates with business partners, HCAA Marketing staff, and other departments to plan and execute impactful events that enhance the Authority's visibility.
- Creates detailed analytics reports to evaluate social media program performance and manage social listening software to monitor audience sentiment and trends.
- Researches and writes internal and external communications for the CEO and other executive staff, ensuring clear and effective messaging.
- Responds to media requests, while actively monitoring news coverage of the Authority and the aviation industry to identify trends and opportunities for promoting airport initiatives.
- Acts as official spokesperson for the Authority.
- Plan and execute press conferences or public outreach events for construction milestones and other major developments.
- Responds and supports communications and stakeholder engagement; emergency/breaking news response including representing the Communications department in-person and virtually

for Emergency Operations Center meetings and briefings, execution of crisis communications plan, stakeholder engagement, media inquiries, and feedback management
- Oversees and mentors team members to achieve departmental and Authority objectives, fostering a collaborative work environment.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Journalism, Mass Communications, English, or related field.
- Six (6) years’ experience in Journalism, Media Relations or Public Relations as well as Strategic and Crisis Communications experience.
- Three (2) years supervisory experience.

- FEMA Emergency Certifications ICS 100, ICS 200, and ICS 300 within one year of hire.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Proven experience in researching, developing, pitching, and writing compelling stories for various audiences, including internal and external communications.
- Background in TV newsroom reporting or producing, with hands-on experience in shooting and editing video content.
- Proficiency in managing and utilizing social media platforms (e.g., Twitter, Facebook) and a strong understanding of best practices for social media, website, and print communications.
- Familiarity with website content management systems and software tools such as Microsoft 365, Adobe products, Salesforce, Sprout Social, PressPage, and Drip.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of outstanding writing techniques and the ability to communicate technical information accurately and in an easily understandable manner.
- Knowledge of branding and public engagement strategies, demonstrating strong leadership and strategic thinking to enhance the airport's brand.
- Skill in prioritizing assignments and managing multiple tasks effectively under tight deadlines, while embracing new technologies and understanding effective social media messaging.
- Skill in data analysis, with a strong understanding of social media trends, video storytelling, and Search Engine Optimization (SEO) best practices.
- Ability to provide excellent customer care to a variety of audiences and stakeholders.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing and walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional exposure to extreme weather and noxious fumes
- Occasional use of car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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SENIOR MANAGER OF CONSTRUCTION

GENERAL DESCRIPTION

Under the general direction of the Director of Construction, the Senior Manager of Construction is responsible for directing and supervising Authority construction staff, architects, engineers, and support personnel overseeing and inspecting the construction of facilities for the Authority's airport system. The Senior Manager ensures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the goals and objectives of the Authority. This position oversees the communication between Authority Staff, contractors, designers, inspectors, and the Authority's Consulting Engineer on all construction projects.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Professionally represent the Authority as the primary interface with contractors and designers.
- With the assistance of the Construction Project Managers, ensures that regular construction progress meetings are conducted between contractors, designers and inspectors to review procedures, progress, scheduling and changes to the work.
- Monitors the contractor's implementation and maintenance of a Safety Program. Reviews all proposed changes to the construction contracts and assures proper application and interpretation of the Contract Documents.
- Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly status of construction report by the construction project manager.
- Facilitates meetings with all parties to help defuse issues. This includes contractors, fellow construction staff, tenants, airlines, and other Authority departments. Strong professional-level people skills required.
- Reviews the schedules submitted by the contractor to ensure compliance with the contract and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the contract.
- Acts as the representative of the Authority at the site of all construction work.
- Oversees Construction Project Managers' scheduling and conducting of progress meetings.
- Monitors the Architect/Engineer in determining that factory inspection and testing for items fabricated outside project limits is performed.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Develop and maintain relationships with the contractor, architect, engineer to ensure the highest level of quality and customer service is delivered.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Six (6) years experience in Construction Management related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport construction administration and management.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Occasional sitting
- Occasional lifting up to 20 Ibs
- Frequent bending & stooping
- Occasional pushing, pulling & dragging & reaching overhead
- Frequent climbing
- Continuous typing
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF DIGITAL MARKETING & STRATEGY

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Digital Marketing & Strategy is responsible for overseeing and executing the Authority's digital marketing and other advertising initiatives to enhance brand awareness and drive revenue. This position leads a team of marketing professionals, provides mentorship, and collaborates with various departments to optimize digital content and strategies, utilizing analytics to measure success. Additionally, the Senior Manager will represent the Authority at industry and public events, fostering relationships to support marketing efforts.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages advertising strategies across multiple channels, including email marketing, social media, and digital advertising, to optimize the Authority's marketing efforts. Prepares marketing plans to meet specific objectives and executes campaigns from procurement process through to completion.
- Manages campaign budgets as well as vendor relationships and payments.
- Develops and maintains the Authority's email list/database, collaborating with team members and other departments for effective database segmentation and utilization.
- Collaborates with the Authority's Design Studio to create and maintain promotional content for the TPA website, ensuring consistency with brand guidelines.
- Manages the Marketing Reimbursement aspects of the Authority's Air Service Incentive Program, overseeing advertising campaigns from concept development to execution and final invoicing.
- Acts as an Account Manager for marketing initiatives across various departments, identifying objectives and managing projects through the design and implementation phases.
- Participates in the development and execution of community event strategies, including identifying target audiences and crafting messaging to engage the public effectively.
- Manages the planning and budget for the procurement of branded promotional items across the Authority.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.

- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Communications, Public Relations, Digital Marketing, or related field.
- Six (6) years of experience in digital marketing and strategy, or related field.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital marketing principles and practices, including email marketing, social media strategies, and digital advertising techniques to enhance brand visibility and drive revenue.

- Knowledge of data analytics tools and methodologies, such as Google Analytics, to measure and evaluate marketing campaign effectiveness and inform strategic decisions.
- Knowledge of branding principles and the importance of maintaining brand integrity across all marketing materials and initiatives.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF ENVIRONMENTAL SERVICES

GENERAL DESCRIPTION

Under the direction of the Director of Planning, Senior Manager of Environmental Services leads the Environmental Compliance Program for the Authority's airport system. The goal of the Environmental Compliance Program is to reduce existing and future environmental liabilities, reduce compliance costs associated with regulatory permits and reporting requirements, and cost-effectively manage compliance responsibilities with a focus on pollution prevention. This position manages the activities of the Authority's environmental consultants and contractors as it relates to the day-to-day operation and maintenance of airport facilities. This position represents the Authority before regulatory agencies and is responsible for environmental-related communications with environmental regulators, consultants, stakeholders, and contractors. This position serves as a liaison for the airport system's stakeholders to provide recommendations on design compatibility and interpretation of environmental regulations.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the environmental section's operation and maintenance (O&M) budget, monitors the status of funds and determines staffing requirements.
- Serves as the Contract Manager for the Authority's continuing general environmental consultant contract.
- Manages the Stormwater Pollution Prevention Plans (SWPPPs), Spill Prevention, Control & Countermeasure (SPCC) plans, and best management practices associated with the ARFF fire drill pit; this includes ongoing SWPPP permitting and hosting annual SWPPP/SPCC training for Authority staff, tenants and interested parties.
- Coordinates with Authority departments on the management and disposal of Authority-generated potentially/hazardous waste; this includes ongoing hazmat permitting and managing a quarterly hazardous waste disposal program.
- Manages the O&M of the ARFF fire drill pit, 29 petroleum storage systems and 20 oil-water separators; this includes ongoing permitting and serving as the procurement professional to procure and implement outsourced repair and maintenance contracts on these facilities.
- Manages water resource permitting for well water, irrigation water, and reclaimed water including regulatory data reporting and meter accuracy testing.
- Coordinates outsourced aquatic maintenance of wetland mitigation sites at TPA and VDF.

- Manages pollution remediation obligations of contaminated Authority property; this incorporates many disciplines including drilling, testing, source removal, preparing and professionally certifying reports, implementing institutional/engineering controls, surveying, title work, legal noticing; coordination/negotiation with attorneys, consultants, contractors, tenants, former tenants, government agencies, easementholders, and others.
- Manages TPA's Soil and Groundwater Use Regulations; confirms new buildings are connected to municipal water supply; and soil disturbance plans are reviewed against delineated areas so that advisory language can be provided to Contract/Project Managers, Tenant Work Permit Coordinator, or other parties.
- Participates in any projects on Authority property that involve environmental regulatory matters, environmental audits, environmental permits, pollution remediation, petroleum storage systems, potentially/hazardous waste, asbestos and lead.
- Coordinates with Risk Management to secure the annual scheduled insurance policy for Authority petroleum storage systems, determines environmental risks for upcoming projects, and performs research on historical commercial general liability policies with respect to legacy pollution conditions.
- Participates in establishing and reviewing standard contract/lease language.
- Coordinates environmental audits for property that is owned by the Authority and property that is considered for acquisition or divestiture; this includes audits related to tenant or maintenance service provider lease agreements or contracts, and baseline sampling audits.
- Coordinates with Operations on spill tracking, provides regulatory reporting, and participates in the procurement of pollution remediation actions.
- Coordinates with the Tenant Work Permit Coordinator to review and comment on tenant work permits involving petroleum storage systems, asbestos and lead paint abatement, hazardous waste disposal, environmental permits, notices of violation, and pollution remediation correspondence.
- Serves as subject matter expert on general airport history, and historical research for legal matters including pollution conditions attributed to the past use of firefighting foam, petroleum, and hazardous materials.
- Manages the Authority-wide PFAS transition plan that addresses a wide variety of public health-related topics associated with emerging contaminants including per- and polyfluoroalkyl substances.
- Serves as a Project Director, when necessary to support P&D's design section.
- Manages the 1.5M P&D department O&M budget, 200k environmental services section budget and 400k pollution remediation obligation budget; and has responsibility in the workflow of the Authority's continuing general environmental consultant and the outside environmental attorney providing special legal services.
- Provides Authorized Signatory responsibility for badging and credentialling of approximately 200 badge holders including Authority P&D employees, outside consultants and contractors. Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Geology, Engineering, or related field.
- Six (6) years experience in environmental engineering for an airport or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Geology, Engineering, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF FACILITIES

GENERAL DESCRIPTION

Under the general direction of the Director of Plant Operations and Facilities, the Senior Manager of Facilities ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, convenience, reliability, and value. This position oversees the Electronics and Facilities Maintenance sections, managing the activities and personnel involved in maintaining critical systems such as low voltage systems, CCTV, two-way radio, fire alarms, access controls, finishes, seating, carpentry, fire protection and plumbing. The Senior Manager also ensures that the maintenance staff contributes to capital project development by providing insights on life cycle costs, maintainability, and reliability.

The Senior Manager is also tasked with representing the interest of Facilities in the design and construction of new airport facilities, as well as managing the technical contracts that support the division's operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Procures specialty maintenance services and systems, including the development of specifications to meet operational needs.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.

- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Creates, implements, and monitors project management plans, including specification development, for various maintenance and construction projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 60 Ibs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR MANAGER OF GA CAPITAL PROJECTS, BUSINESS & ADMIN

GENERAL DESCRIPTION

Under the general direction of the Vice President of General Aviation, the Senior Manager of GA Capital Projects, Business & Admin is responsible for overseeing the General Aviation Capital Improvement Program and managing the business operations of the Authority's General Aviation airports as well as activities at Tampa International Airport (TPA). This role involves ensuring that capital projects align with the long-term objectives of the Authority, including assessing facility and infrastructure requirements, defining projects, and managing budgets. Additionally, the Senior Manager will focus on events and marketing initiatives related to both aeronautical and non-aeronautical business development within general aviation.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the development of the Authority's general aviation airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, and capital project design conforms to the long-term objectives of the Authority.
- Manages the Capital Project O&M and Project budgets for the General Aviation Airports.
- Prepares and/or monitors project budgets, monitors status of allocated funds and controls expenses.
- Develops the department flight plans in coordination with team members.
- Develops and maintains department reports necessary to monitor business and financial trends, including the tracking of based aircraft and the monthly activity reports.
- Coordinates with the Authority's Marketing and Communications departments for the development, implementation of marketing and public and community outreach programs for the general aviation airports.
- Liaises with the Authority's Real Estate department that supports airport development and preparation of final leases and agreements for general aviation facilities to ensure that the airports interests are met.
- Assists in the development and implementation of policies and procedures for the Aviation's General Airport System.
- Assists the Vice President of General Aviation with meetings and events, including tenant meetings, Executive Team and regular Board meetings.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or a related field.
- Six (6) years of experience in airport operations management and maintenance, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Frequent lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling
- Constant typing
- Occasional exposure to extreme weather, noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF GA OPERATIONS & MAINTENANCE

GENERAL DESCRIPTION

Under the direction of the Vice President of General Aviation, the Senior Manager of GA Operations & Maintenance ensures operational safety and compliance with relevant laws, regulations, and contractual obligations for General Aviation airports. The Senior Manager manages the operations and maintenance budget, develops, updates emergency and security plans in collaboration with relevant authorities. Additionally, this position involves coordinating with Planning & Development and Maintenance departments to ensure compliance with zoning regulations and tenant construction standards while providing guidance to the public and airport users regarding FAA and FDOT requirements.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees daily activities of the General Aviation airports.
- Manages the O&M budget for the General Aviation airports.
- Develops and updates airport emergency plans; conducts airport emergency training, coordinating exercises and drills.
- Develops and updates airport security plan with the FDOT and manages the security program at each airport.
- Provides key inputs in administering the Authority's Height Zoning Regulations as they relate to general aviation airports to assure compliance and to protect the air space adjacent to Authority airports.
- Reviews and provides key inputs on plans for tenant alterations and construction schedules for work at general aviation airports to ensure compliance with leases and development standards.
- Provides information to the public and Airport users regarding FAA regulations and FDOT requirements; ensures that aircraft owners and operators comply with regulations regarding ground traffic, air traffic patterns, parking and other safety rules and regulations.
- Oversees the General Aviation airports grounds and facilities maintenance program.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or related field.
- Six (6) years of experience in airport operations management and maintenance, or related experience.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of general aviation operations, safety standards, and industry best practices.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Knowledge of maintenance management processes, including budgeting, resource allocation, and performance monitoring.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per shift
- Frequent sitting
- Occasional lifting up to 50 Ibs
- Frequent bending/stooping
- Occasional pushing, pulling, dragging, reaching overhead, kneeling, climbing & crawling
- Constant typing
- Very frequent exposure to extreme weather and excessive noise
- Occasional exposure to noxious fumes, chemicals & insects
- Navigate very frequently heights and confined areas
- Very frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF GROUNDS

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance, the Senior Manager of Grounds ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, reliability, and value. This position oversees the Airfield, Fleet and Grounds sections, including airfield pavements, markings and all fleet equipment purchases both new and replacements.. The Senior Manager is also tasked with developing and implementing staffing and development programs, formulating departmental goals and objectives, and overseeing project management plans while also ensuring that maintenance staff contribute to capital project development teams by providing insights on life cycle costs and reliability.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.
- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Monitors and manages utility expenses, developing energy management programs to optimize resource usage.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- High-level management experience at an airport, large commercial or institutional facility.
- Facilities Maintenance Profession Certification (FMP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing and walking.
- Occasional lifting over 60 Ibs.
- Frequent sitting.
- Frequent bending, stooping, pushing, pulling & dragging.
- Frequent reaching over-head, kneeling & crawling.
- Frequent typing.
- Occasional climbing.
- Continuous exposure to extreme weather.
- Frequent exposure to chemicals & insects.
- Continuous use of car/light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF GUEST EXPERIENCE AND LOST & FOUND

GENERAL DESCRIPTION

Under the general direction of the Director of Terminal Operations and Guest Experience, the Senior Manager of Guest Experience and Lost & Found plays a pivotal role in enhancing the overall airport experience. This position involves supervising and mentoring Guest Experience Managers and overseeing key programs, including the Volunteer Ambassador Program and Lost & Found, to ensure optimal passenger flow at the Federal Inspection Station. The Senior Manager also works to improve customer service initiatives and may participate in community outreach projects.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the allocation of budgets and resources, establishing policies and procedures to maintain operational continuity.
- Researches and conducts feasibility studies for additional guest services, such as concierge and VIP offerings, to enhance the overall experience.
- Works collectively with partner airlines and TSA to implement the TPA360 program for autistic travelers, ensuring inclusivity and support.
- Actively collaborates on airport projects to meet guest and passenger needs while prioritizing high levels of service.
- Partners with U.S. Customs and Border Protection, Airport Operations, Marketing, and IT to improve the international arrival experience for passengers.
- Coordinates and executes high-level events, VIP tours, and community partner engagements, ensuring exceptional service and guest experience.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6) years experience in airport operations, guest relations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing the passenger experience and operational efficiency at the airport.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF INFORMATION SECURITY

GENERAL DESCRIPTION

Under the general direction of the Vice President of Information Technology, the Senior Manager of Information Security is responsible for providing technical leadership, expertise, and guidance on information security initiatives, including the planning and development of a comprehensive information security strategy that aligns with the Authority's strategic plan. This position demands an in-depth understanding of data breach reporting laws, generally accepted information security principles, and related best practices in information technology security. Additionally, the Senior Manager of Information Security, prepares and presents complex information security concepts and reports to a diverse audience of both technical and non-technical stakeholders.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provide information and recommendations to the Vice President of Information Technology (ITS) and other executives regarding compliance with laws and regulations governing the protection of sensitive and confidential systems and data.
- Collaborates with other ITS staff and stakeholders to develop security policies, standards, and guidelines that ensure the confidentiality, integrity, and availability of information systems and data.
- Supports the protection of information technology assets by developing, implementing, and operating security best practices, including systems access management, security monitoring, and threat evaluation.
- Reports all critical security issues promptly to the Vice President of ITS and other executives to ensure timely resolution and mitigation.
- Develops risk reduction strategies and plans to enhance the overall security posture of the organization.
- Supports the development and delivery of employee security awareness training programs to promote a culture of security within the organization.
- Collaborates with external consultants as needed to facilitate independent security audits, assessments, and intrusion and penetration testing.
- Monitors compliance with established security policies and procedures, conducting regular reviews and updates, as necessary.

- Analyzes security incidents and breaches, providing detailed reports and recommendations for improvement.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in information security roles including experience with Payment Card Industry-Data Security Standard (PCI-DSS) audits, or similar experience.
- Three (3) years of supervisory experience.
- Certified Information Systems Security Professional (CISSP) certification issued by ISC.

- Valid IT security certification such as Certified Ethical Hacker (CEH) or Comp TIA Security+.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of UNIX/Linux and Microsoft Server environments (2016, 2019, 2022) as well as Windows 10/11, ensuring proficiency in system administration and security configurations.
- Knowledge of WANs, LANs, the Internet, and Intranets, along with a strong understanding of network protocols and services such as Telnet and FTP.
- Knowledge of Virtual Private Networks (VPNs), Multi-Factor Authentication (MFA), Web Application Firewalls (WAF), and enterprise security management tools.
- Knowledge of internet filtering solutions and Mobile Device Management (MDM) systems to protect organizational data on mobile devices.
- Knowledge of security best practices and methodologies to implement robust security measures within an enterprise environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF INNOVATION

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Innovation is responsible for the comprehensive vision, strategic plan, and execution of programs and initiatives that foster building a culture of innovation throughout the organization. This position will represent the Authority as a global leader in innovation and engagement strategies throughout the Tampa Bay community and aviation industry. The role will serve as a catalyst for change by driving employee engagement and innovation by utilizing education, initiatives, and partnerships to further the Authority's commitment to a positive, progressive organizational future to foster and promote a culture of engagement, innovation, inclusion, and organizational transformation.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops a comprehensive organizational plan that encompasses current goals, best practices, and alignment towards the Authority's strategic objectives, Innovation, & Process Improvement, and annually measures the success of accomplishing the objectives.
- Collaborates with senior leadership and internal departments to identify and implement organizational actions and programs that inspire the Authority to embrace innovative practices at all levels, while also engaging with community members, organizations, and government agencies to foster collaboration and engagement.
- Creates strategic programs and processes and empowers staff to execute results, including driving the Authority's Cultural Intelligence initiative to create and maintain a positive, rewarding work environment, a strong sense of belonging, and a happier, more fulfilled workforce, leading to enhanced productivity and innovation.
- Creates a culture of process improvement, experimentation, creativity, and risk-taking by delivering creative problem-solving and support.
- Develops, implements, and analyzes employee engagement surveys to gather feedback on workplace satisfaction, identify areas for improvement, and track employee engagement trends.
- Design, plan, and execute employee engagement and recognition programs, activities, and initiatives that align with the organization's goals and culture to maintain the organization as a Top Workplace, such as onboarding, Take Flight Award, and Community Leadership programs.
- Develops and sustains processes to engage employees at all levels to contribute toward innovative ideas, practices, and solutions, such as an innovation recognition program, innovation challenges, and brainstorming and ideation workshops.

- Develops change management support tools for successful change initiatives while collaborating closely with the Leadership and Employee Development team to deliver change management education and support to create and implement innovative problem-solving solutions and organizational change management education.
- Reviews and assesses current organizational practices and programs, identifying process improvement opportunities and innovative solutions to build competency and proficiency within the enterprise organization.
- Monitors industry trends and best practices in innovation to inform program development and continuous improvement.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Social Sciences, Behavioral Sciences, or related field.
- Six (6) years of work experience in human resource management functions.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of leadership behaviors to leverage innovative thinking, drive organizational focus, and enhance cultural intelligence to achieve proven results through effective collaboration and empowerment.
- Knowledge and technical expertise in change management methodologies necessary to embed innovative and transformative behaviors throughout the organization.
- Skill in relationship building and networking to form a strategic rapport that supports innovation objectives and enhances an organizational culture of innovation.
- Skill with problem-solving and substantial reasoning with a proven record of successfully implementing large-scale program strategies and managing overall performance results.
- Skill and ability working in large, complex organizations, such as airport environments or governmental agencies, developing and implementing sustainability and wellness programs.
- Ability to be a self-starter and work in a dynamic, collaborative, and open environment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR MANAGER OF INTERNAL AUDIT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Internal Audit, the Senior Manager of Internal Audit is responsible for overseeing and directing audit activities related to complex financial and program operations within various departments, agencies, and external organizations that have contractual relationships with the Authority. This role involves managing a team of auditors, ensuring compliance with established procedures, and evaluating the effectiveness of internal controls. This position will formulate the annual audit plan, establish audit objectives, and provide guidance on documentation and analysis methods to support findings and recommendations. This position maintains a high level of integrity and transparency of the Authority's operations through rigorous auditing practices and effective leadership.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees planning, coordination, and performance of assurance and consulting engagements of auditors from beginning to end.
- Reviews auditor workpapers ad reports to ensure conformance with professional standards and Department specifications.
- Responsible for highly complex areas of an engagement while providing support to subordinates in their performance of less-complex areas.
- Communicates engagement progress, technical problems, and potential issues identified to supervisor and senior leadership stakeholders.
- Formulates and assists in developing the annual audit plan, determining specific audit focus and direction in alignment with organizational objectives.
- Oversees the execution of audit activities, ensuring compliance with professional standards and monitoring the progress of audit assignments.
- Provides guidance on proper documentation techniques, data gathering, and analysis methods to support audit findings and recommendations.
- Reviews and evaluates completed audit work for accuracy, adequacy, and compliance with established standards, ensuring that sufficient supporting documentation is present.
- Leads the internal and external assessment efforts for the Department by coordinating the assessments, communicating results of the assessments, and ensuring the Department takes any corrective action needed to ensure compliance with standards.

- Manages the Department templates, including the execution and communication of revisions to templates.
- Conducts audits of highly technical or complex areas to assess the effectiveness of management controls and compliance with relevant policies and regulations.
- Prepares comprehensive reports on audit findings for presentation to senior management, highlighting critical issues and recommendations for improvement.
- Collaborates with other departments and stakeholders to address audit findings and implement necessary changes for operational enhancement.
- Participates in periodic project status meetings with staff to discuss progress, challenges, and resource requirements related to audit activities.
- Ensures regular communication with management regarding audit progress, technical issues, and any concerns that may arise during the audit process.
- Assists Vice President with completion of the annual risk assessment, annual audit plan, and preparation for Audit Committee Meeting.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Business or Public Administration, or related field.
- Six (6) years experience as a professional auditor.
- Three (3) years supervisory experience.
- Or an equivalent combination of education, training and experience.
- One (1) of the following certifications: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- If not currently a Certified Internal Auditor, will be expected to become certified by end of second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Previous experience as a professional auditor in the aviation industry.
- Experience with electronic audit workpaper software.
- Experience with data analysis software.
- Experience in construction and general information systems auditing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to assist auditors with identification and communication of issues, with recognition of root causes to ensure recommendations are appropriate considering feasibility and overall risk, and with evaluation for inclusion in report.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Knowledge of auditing principles, practices, and procedures, particularly as they pertain to financial and program operations within government agencies and contractual relationships.
- Knowledge of local, state, and federal laws and regulations related to fiscal management and auditing, ensuring all activities comply with legal standards.
- Knowledge of the organization and operations of various departments and agencies assigned for audit to effectively assess their controls and processes.
- Ability to assess the adequacy and effectiveness of management controls over operational activities, making informed recommendations for improvement.

- Ability to leaf follow-up of responses for assigned projects, evaluate the adequacy of the corrective action and plan for follow-up testing.
- Knowledge of the principles of governmental accounting, business and public administration.
- Ability to exercise judgement and discretion in evaluating audit findings for critical and non-critical matters.
- Advanced skill with Microsoft Office Suite.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF LEADERSHIP & EMPLOYEE DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Leadership and Employee Development is instrumental in shaping the growth and performance of the workforce. This leadership role encompasses strategic planning, budgeting, and management of various organizational development and training initiatives. This role will assess current training gaps, anticipate future needs, and lead succession planning efforts to cultivate a high-performance culture. By implementing effective training programs and promoting employee growth initiatives, this position aims to enhance overall organizational effectiveness and align with the Authority's mission, vision, and values. Through collaboration and innovation, the Senior Manager will drive initiatives that foster leadership development and strengthen employee engagement across the Authority.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and implements the Authority's training programs, ensuring accurate record-keeping of all completed employee training.
- Develops and implements comprehensive leadership training programs that incorporate career development components.
- Collaborates with the Senior Manager of Employee Relations and Talent Acquisition to align job descriptions and career paths effectively.
- Facilitates and designs training and development curricula tailored for all Authority employees.
- Establishes and oversees mentoring and coaching programs to enhance employee development.
- Drives succession planning initiatives through targeted employee development strategies.
- Leads Leadership Team retreats and team-building exercises to foster collaboration and engagement.
- Innovates retention programs reinforcing the Authority's mission, vision, and values.
- Manages the Performance Management process, updates performance dimensions, and effectively administers the performance management system.
- Conducts annual performance evaluation training, incorporating strategies for performance improvement plans.
- Develops and manages the Authority's Training and Development budget to ensure effective resource allocation.

- Creates Requests for Proposals (RFPs) and oversees contracted services related to training and development.
- Assesses and analyzes training needs to ensure programs are aligned with organizational goals.
- Monitors and evaluates the effectiveness of training programs, making recommendations for improvement.
- Fosters a culture of continuous learning and professional development throughout the organization.
- Serves as a key resource for leadership on best practices in employee development and performance management.
- Stays informed about industry trends and advancements in leadership and employee development to keep programs relevant and effective.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Industrial Psychology, Organizational Development, Behavioral Science, Business Administration, or related field.
- Six (6) years of experience in leadership development or human resource management functions, specifically in employee development and training.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Suite and similar systems.
- Knowledge of HR principles, practices, and trends, focusing on leadership development, employee engagement, and succession planning.
- Knowledge and skill with adult learning principles, training methodologies, and development strategies to enhance employee capabilities and development.
- Knowledge and skill with performance measurement systems, goal-setting processes, and other technology skills and strategies for enhancing individual and team performance.
- Knowledge of organizational development theories, strategies, and best practices to drive positive organizational change and growth.
- Knowledge of change management principles and effectively navigating and leading teams through organizational transitions.
- Skill and ability to analyze and problem-solve, with the ability to identify issues, analyze data, and implement creative and innovative solutions.
- Skill in facilitating and managing change, including communicating change effectively and managing resistance.
- Ability to lead and manage high-performance teams, fostering collaboration and creating an environment conducive to growth and development.
- Ability to think strategically and align training and development initiatives with organizational goals and objectives.
- Ability to command respect, influence others positively, and exhibit leadership presence within the organization.
- Ability to work effectively in a diverse and inclusive environment, demonstrating awareness and sensitivity to cultural differences.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

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SENIOR MANAGER OF MARKETING PROGRAMS & PARTNERSHIPS

GENERAL DESCRIPTION

Under the general direction of the Director of Marketing, the Senior Manager of Marketing Programs and Partnerships is responsible for conceiving and implementing sound strategies in the areas of marketing and community engagement to achieve specific growth objectives. The position will oversee the Marketing team's in-person marketing efforts, including community event activations, celebrations, hosted events at the Airport, strategic engagement, in-kind marketing partnerships with community organizations, and TPA's world-class public art program. The position oversees several significant ongoing projects simultaneously while juggling other assignments as they arise.

This position requires flexibility to work days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Identifies, negotiates and implements in-kind sponsorship agreements with entities such as community and tourism organizations. where the Airport has a vested interest in helping welcome out-of-town visitors to our community. Must be able to align efforts in this area with the Marketing goals of the Authority.
- Serves as point person for developing and maintaining strategic marketing relationships with organizations in TPA's extended catchment areas from which it draws passengers.
- Manages the effectiveness of in-person marketing activations within the community.
- Develops and implements strategies to maximize opportunities.
- Identifies and manages the business relationship aspects of projects within the Airport that include public displays or installations, both large and small projects as they may arise, that align with the Authority's strategic objectives.
- Provides leadership for the team's implementation and management of Tampa International Airport's internationally acclaimed public art program, including both permanent and rotating installations that are aligned with TPA's policies and strategic objectives for its art program.
- Facilitates the team's planning and execution of TPA's annual "5k on the Runway." Secures marketing sponsorships for the event to help offset costs.
- Oversees the department's events, providing support and strategic guidance for the planning and execution of those hosted by HCAA, large and small.

- Supports content creation, content marketing strategies, and/or other marketing and communications functions as needed.
- Manages project budgets with a focus on financial prudence and strategic resource allocation.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Marketing, Communications, Business, or a related field.
- Six (6) years of relevant experience in Marketing, Communications, and/or project management.
- Three (3) years of supervisory experience.

- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in applying sound marketing judgment to develop and implement effective revenue-generating strategies.
- Skill in Microsoft Office Suite, including PowerPoint.
- Ability to leverage strong analytical and problem-solving skills to identify opportunities and drive effective solutions.
- Excellent interpersonal skills to foster collaborative relationships and communicate effectively with diverse stakeholders.
- Ability to work independently in a fast-paced environment with exceptional attention to detail.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF MATERIALS MANAGEMENT

GENERAL DESCRIPTION

Under the general supervision of the Director of Non-Capital Programs and Materials Management, the Senior Manager of Materials Management is responsible for overseeing administrative and warehouse tasks related to property and inventory control of organizational assets. The Senior Manager of Materials Management has significant autonomy in their duties and possesses a deep understanding of warehouse and inventory principles, including Supply Chain Management (SCM), along with proficiency in relevant software applications for inventory management and tracking.

The Senior Manager of Materials Management is expected to focus on short-term policy enhancements and improvements in warehouse strategy, while also providing strategic guidance on how the organization stores, replenishes, and manages its assets. The Senior Manager of Materials Management must be able to multitask effectively, prioritize efficiently, and foster a collaborative work environment to help achieve organizational goals. ***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for overseeing administrative and warehouse duties related to property and inventory control of organizational assets.
- Works in the development and execution of the overall Materials Management strategy to align with organizational goals and objectives.
- Collaborates with internal stakeholders, including Maintenance, Operations, and Planning & Development departments, to align Materials Management activities with organizational needs.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all warehouse equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Responsible for the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.
- Oversees inventory control and maintains the security of the inventory located in Authority Warehouses.
- Keep inventory control systems up to date and plan future warehouse capacity requirements.
- Assists with oversight of the Authority's Fuel Management System, including monthly reporting, and issues.
- Oversee the attic stock program.
- Oversee the receiving and disposal of surplus stock, including the preparation of Board Documents.
- Oversee Materials Management Key Performance Indicators (KPIs), including Days to Replenish and Daily Receipts.
- Responsible for titling, registration and signing for all Fleet vehicles and trailers on behalf of the Authority.
- Develops and implements effective SCM strategies and practices to optimize resources.
- Prepares clear and concise reports, emails, and presentations to inform and update relevant parties.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.

Six (6) years of experience in warehousing, procurement, SCM, and/or property control.

- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Forklift Certified.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of SCM principles, procedures, and regulations, including inventory management, replenishment, and surplus management.
- Knowledge of ordering and warehousing principles to optimize resources and enhance efficiency.
- Proficiency in inventory management systems and practices, including security and accountability of inventory.
- Knowledge of relevant software applications for document formatting, inventory management, and procurement tracking.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Skills in providing training, support, and mentorship to direct reports; ability to evaluate performance and conduct appraisals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 50 lbs
- Frequent pushing, pulling & dragging
- Continuous typing.
- Frequent use of van and medium duty trucks
- Regular use of a computer monitor

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SENIOR MANAGER OF NON-CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Director of Procurement, Non-Capital and Materials Management, the Senior Manager of Non-Capital Programs is responsible for providing procurement to various Authority Departments. This position oversees the development of solicitation documents, specifications, and contract documents for non-capital and professional service agreements. This position is also a department lead for the Enterprise Resource Planning or Contract Management system upgrades, patches, and issue resolution.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Ensuring adherence to established guidelines and promoting operational efficiency.
- Ensures compliance with all federal, state, and local procurement requirements in the selection of supply and service providers, contractors, concessionaires, consultants, and individuals providing services to the Authority.
- Represents the Authority in negotiating contracts, agreements, work orders, and change orders.
- Manages the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Reverse Auction (RA), Invitation to Negotiate (ITN), Invitation to Quote (ITQ), sole source and government contract purchasing.
- Facilitates and oversees the technical proposal evaluation process to ensure thorough assessment and selection of suppliersManages contract negotiations and procurement processes for various services and projects, ensuring alignment with organizational goals.
- Oversees the development of solicitation documents, specifications, contract amendments, change orders, renewals, and contract documents for various delivery methods and facilitates Solicitation processes.

- Manages Non-Capital program contract and solicitation templates.
- Analyzes cost and revenue projections against industry best practices.
- Analyzes proposals and bids for responsiveness and responsibility.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business, or related field.
- Six (6) years experience in purchasing, contracts management and competitive procurement processes, of which at least three (3) years in public (government) purchasing.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council, within 18 months of hire.
- NIGP Certified Purchasing Professional (NIGP-CPP), within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Master's Degree in Management, Business, or related field.
- Certified Professional in Supply Management (CPSM).

- Experience in utilizing automated procurement systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency.
- Knowledge of Federal, State, and Authority rules and regulations governing procurement practices in public agencies.
- Knowledge of Federal and State grant assurances to ensure contractual compliance in procurement activities.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 20 lbs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car
- Continuous use of a computer monitor

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SENIOR MANAGER OF OPERATIONS SUPPORT

GENERAL DESCRIPTION

Under the general direction of the Vice President of Operations, the Senior Manager of Operations Support oversees the strategic management of the operations budget, critical contracts, programs, and projects within the operations department, while driving innovation and ensuring compliance. This role also includes supervising the Operations Support team and ensuring seamless coordination across various operational facets. The Senior Manager leads critical special projects, monitors operational efficiency, and ensures that airport administration, facility management, and passenger services are conducted to the highest standards.
Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides oversight of critical contracts and programs managed but the Operations department, ensuring that all contractual obligations are met, and innovations continually assessed for forward-looking improvements.
- Oversees daily operations, ensuring effective facility management and adherence to policies and security measures.
- Oversees critical special projects as assigned, ensuring they align with strategic goals and are completed efficiently and effectively.
- Ensures compliance with all contractual and regulatory obligations.
- Conducts periodic audits and implements corrective actions as necessary.
- Manages budgets with a focus on service and budgetary innovations to improve service and, where possible, reduce fiscal spending.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Six (6) years experience in airport operations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Aviation, Airport Operations, Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of FAA regulations, specifically 14 CFR Part 139, and associated requirements governing airport operations.
- Knowledge of safety management systems (SMS) and best practices related to airfield safety and compliance.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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SENIOR MANAGER OF PLANNING & DESIGN

GENERAL DESCRIPTION

Under the general direction of the Director of Design, the Senior Manager of Planning & Design is responsible for directing and supervising Authority staff and professional consultants related to planning, engineering, architectural and environmental design development of all capital projects for the Authority. This position directs all planning and design of airport facilities and infrastructure pertaining to the development, improvement, and expansion of the Authority's airport system. The Senior Manager also coordinates the design with the Authority staff and tenants and supervises the preparation of contract documents for construction.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that the development of the Authority's airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, capital project design conforms to the long-term objectives of the Authority.
- Ensures that the Authority's needs, and interests are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, and tenant development plans.
- Directs and supervises assigned design development activities to assure establishment and enforcement of guidelines, standards, and design criteria.
- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Develops and manages project budgets and schedules.
- Facilitates communication and collaboration of the design among stakeholders, Authority staff, team members, and other relevant parties.
- Manages the preparation of contract documents for construction.
- Develops, administers, and coordinates the selection of and contract negotiations with professional design consultants.
- Monitors the construction phase of projects to ensure compliance with the design intent.
- Ensures that on-airport developments are consistent, whenever possible, with applicable FAA advisory circulars and regulations.

- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Six (6) years experience in airport planning & development, airport operations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid State of Florida professional license in engineering or architecture.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and design & construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PLANNING

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Senior Manager of Planning is responsible for leading, directing and supervising project management staff and consultants involved with airport master planning, , conceptual design planning, land use planning, height zoning and land use reviews for permitting development projects within Hillsborough County and at the Authority's four airports. This position provides airport design technical support for near-term projects, as well as updating forecasts and demand capacity analysis for terminal, intermodal, and airfield projects. The Senior Manager ensures that comprehensive plans are consistent with the Authority's strategic plan as well as City and County plans.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensures that projects for the four airports and related studies are produced in a manner that meets Authority goals, level of service standards, performance measures and program needs.
- Develops and implements Project Management Plans (PMP), as well as management professional services contracts.
- Ensures that necessary environmental studies, permits and mitigation program(s) are implemented in a timely manner to avoid delay in airport-wide capacity enhancement projects.
- Prepares scope of services for planning, passenger surveys and environmental studies
- Coordinates and provides guidance in the implementing the Authority's administrative procedures for procuring professional services.
- Responsible for conducting aircraft gate parking analysis, managing and maintaining GIS and environmental database, updating and maintaining AutoCAD airport planning/airspace analysis technology applications and files, evaluating airfield development projects for consistency with FAA advisory circulars, managing Airport Layout Plan amendment process for four airports, conducts Part 77/TERPS airspaces analysis for projects on and off-airport property and providing technical support for general aviation airport master plan/ALP updates.
- Responsible for leading and managing the Authority's Height Zoning permitting process for projects on and off-airport property, implementation of aircraft gate parking analysis, and manages Airport Layout Plan amendments for four airports.
- Manages and maintains the GIS height zoning database.

- Produce or supervise the development of inter-local agreements, height zoning regulation updates, FAA reimbursable agreements, regulations, reports or technical memorandums regarding navigational aids, passenger surveys, airport roadway access, airport forecasts, facility and site development requirements, on-airport land use plans and others.
- Conduct reviews of City and County comprehensive plans, site plans, land use amendments, rezoning petitions, DRI/amendments, special use permits, Project Development Environmental (PDE) studies, new school sites for compatibility with Authority's airports.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation Management Engineering, Urban Planning, Architecture, or related field.
- Six (6) years experience in airport planning, or related field.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Management, Architecture, Engineering, Urban Planning, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport planning and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting, standing & walking
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PLANT OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Plant and Facilities, the Senior Manager of Plant Operations ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, convenience, reliability, and value. This position oversees the HVAC, Electrical, Projects and Energy Management sections, managing the activities and personnel involved in maintaining critical systems such as mechanical, electrical, and airfield lighting. The Senior Manager also ensures that the maintenance staff contributes to capital project development by providing insights on life cycle costs, maintainability, and reliability.

The Senior Manager is also tasked with representing the interest of Plant Operations in the design and construction of new airport facilities, as well as managing the technical contracts that support the division's operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency
- Develops and monitors departmental budgets for operations, maintenance, equipment, and capital projects to ensure effective resource allocation.
- Implements and oversees departmental goals and objectives to enhance operational efficiency and service quality.
- Procures specialty maintenance services and systems, including the development of specifications to meet operational needs.
- Develops and implements programs and processes for the adequate inspection and monitoring of facility conditions to protect the Authority's interests.

- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.
- Creates, implements, and monitors project management plans, including specification development, for various maintenance and construction projects.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years of experience managing a maintenance operation of comparable complexity and budget responsibility, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Significant management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day.
- Lifting up to 60 Ibs or more.
- Bending, pushing & climbing up to 6 hours per day.
- Continuous typing.
- Occasional exposure to extreme weather, noxious fumes, & chemicals.
- Navigate occasionally heights & confined areas.
- Frequent use of car/ light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR MANAGER OF PMO

GENERAL DESCRIPTION

Under the general direction of the Director of Software Engineering and PMO , the Senior Manager of PMO is responsible for providing technical leadership, expertise, and guidance on architectural standards, design, development, integration, and implementation of software solutions that empower Authority's business partners to achieve their objectives. This position also oversees production controls, access management, disaster recovery, and instance management to ensure operational integrity. The Senior Manager acts as a technical advisor in the planning and coordination of design, development, and implementation of mission-critical systems.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides architecture design and governance expertise while collaborating with stakeholders across business and IT to achieve company objectives.
- Oversees and manages production support, governance, instance management, access controls, technology platforms, and disaster recovery processes.
- Works directly with the Applications Development Group, IT Security, and Infrastructure/Network Organizations to deliver technology solutions that support regulatory, financial, and decision-making processes.
- Provides clear guidance on transitioning from current state architecture to future state through collaborative architectural roadmaps and runways.
- Demonstrates and creates prototypes, builds reference architectures, and defines effective solutions to meet business needs.
- Analyzes existing systems through interviews with technology and application subject matter experts (SMEs) to develop end-to-end current and future state architecture.
- Performs gap analysis between current and future state architecture to identify single points of failure, capabilities, capacity, fault tolerance, service level agreements (SLAs), and change windows.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) of experience deploying enterprise software applications incorporating core ERP applications, middleware integration, database management, operational support and technical documentations, or similar experience
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Three (3) years implementing and/or supporting Oracle Applications (EBS v 12.x.x and Cloud).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of relational database design, coding, and management.
- Knowledge of ITIL service management best practices to enhance service delivery and operational efficiency.
- Knowledge of Enterprise Resource Planning (ERP) software applications.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF PROJECT CONTROLS

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Senior Manager of Project Controls responsible for tracking and reporting overall project schedules, cost estimates, status, and budget for the Authority's Capital Improvement Program (CIP) and Master Plan projects throughout those projects' life cycles. In addition, the Senior Manager, Project Controls assists the Project Directors in their overall project management role by providing cost and schedule control support and reporting mechanisms.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works with the Planning, Design, and Construction teams, including Project Directors, to ensure project cost estimates and schedules are updated regularly and accurately based on the status of each project.
- Reviews cost estimates for errors and completeness, cost controls, and reporting.
- Establishes criteria for cost estimating and reporting at all points in the project life cycle, from planning to construction.
- Reviews complex project schedules, schedule logic and provide comments/update, as necessary.
- Leads project review status meetings.
- Assists Project Directors and Project Managers with project management and reporting activities.
- Develops standardized project control processes, document control processes, reporting systems, and tools to improve project execution and reporting accuracy.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Five (5) years experience in airport planning & development, airport operations, or related field.
- Must possess a valid State of Florida professional license in engineering or architecture.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Knowledge of budget-setting, monitoring, and financial reporting processes related to airport development projects.

- Knowledge of height zoning regulations and their implications for airport development and airspace management.
- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF RISK AND INSURANCE

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Risk Management and Safety, the Senior Manager of Risk and Insurance performs supervisory and administrative work reviewing and ensuring that contractors, subcontractors, vendors, suppliers, and tenants doing business with the Authority have sufficient insurance coverage. This position obtains and maintains underwriting information for Authority-procured insurance coverages and adjusts, reviews, and negotiates property, automobile, liability, and workers' compensation claims on behalf of the Authority. This role also oversees the administrative function of the Enterprise Risk Management support team.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Reviews contracts, procurement solicitations, leases, and other agreements to verify compliance with recommended insurance language and establish appropriate insurance limits.
- Collects, updates, and maintains underwriting data for the annual insurance policy renewal process, providing strategic recommendations for optimizing the Authority's insurance program.
- Mitigates the Authority's exposure to risk by coordinating all claims-related activities and resolving claims at the least possible cost through effective risk transfer techniques.
- Recommends and implements best practices for handling bodily injury and property claims, ensuring compliance with company policies and insurance industry regulations.
- Oversees post-loss reduction techniques such as salvage, subrogation, and rehabilitation to minimize the Authority's financial exposure.
- Manages relationships with key stakeholders, including peers, leadership, brokers, insurers, adjusters, and other third-party service providers.
- Leads the Authority's business continuity efforts by establishing frameworks for contingency planning and coordinating training and testing of those plans.
- Conducts research on internal and external risk factors, including economic, market, and regulatory risks, to inform the Authority's risk management strategies.
- Updates and facilitates the implementation of risk management policies, procedures, and forms, ensuring the continuous improvement of the records and information management function.
- Manages the administrative processes of the Enterprise Risk Management support staff, ensuring efficient workflow and compliance with established standards.

- Participates in facility inspections when necessary to assess compliance with safety and risk management protocols.
- Provides input for developing the department's annual budget and contribute to the Authority's strategic planning efforts through effective risk management practices.
- Coordinates training and outreach programs for staff and stakeholders to enhance understanding of risk management practices and compliance requirements.
- Conducts thorough audits of insurance documents and claims to ensure accuracy and adherence to established protocols and regulations.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Risk Management, Business Administration, Public Administration, or related field.
- Six (6) years related experience.
- Three (3) years of supervisory experience.
- Experience in PROPworks Property and Revenue Management System or a similar risk management information system.
- Or equivalent combination of education, training, and experience.
- Must complete Criminal Justice Information Services (CJIS) within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Risk Manager

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of insurance coverage requirements, including property, automobile, liability, and workers' compensation claims, ensuring compliance with regulatory standards.
- Knowledge of risk management principles and practices, including loss prevention strategies.
- Skill in negotiating and managing contracts and agreements with contractors, subcontractors, vendors, and tenants to ensure sufficient insurance coverage and compliance.
- Skill in analyzing claims and claims-related data to formulate strategies for efficient resolution and cost-effective risk transfer techniques.
- Ability to supervise and mentor subordinate employees, promoting professional development and maintaining a high standard of performance within the team.
- Ability to develop and implement policies and procedures that guide the Authority's risk management and claims processes effectively.
- Skill in preparing and presenting detailed reports to senior management regarding claims status, risk exposure, and recommendations for improvement.
- Ability to stay current with industry trends, legal changes, and best practices related to risk management and claims processing.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Continuous sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF SECURITY COMPLIANCE

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety and Security, the Senior Manager of Security Compliance is responsible for overseeing the strategic management of Security Compliance. This role supervises Security Compliance personnel ensuring seamless coordination across various operational facets. The Senior Manager spearheads essential special projects, oversees compliance matters, and drives various security-related initiatives, fostering collaboration with aircraft operators, foreign air carriers, and airport tenants. This position involves frequent engagement and alignment with personnel from the Transportation Security Administration.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary and immediate contact for the Authority's security related activities.
- Ensures all aspects 49 CFR 1542 and revises the Airport Security Plan to ensure up to date and in line with security directives.
- Immediately initiates corrective actions for any instance of non-compliance with 49 CFR 1542, its security program, and security directives.
- Performs regular and unannounced security inspections to ensure compliance with regulations and policies.
- Investigates security-related incidents.
- Drafts responses to TSA Letters of Investigations or Action Plans.
- Responds to emergencies and TSA notifications with regards to the Airport Security Program 24/7.
- Collaborates daily with tenants, business managers, and various governmental agencies at the county, city, state, and federal levels to ensure effective communication and coordination of services.
- Oversees critical special projects as assigned, ensuring they align with strategic goals and are completed efficiently and effectively.
- Ensures compliance with all contractual and regulatory obligations. Conduct periodic audits and implement corrective actions as necessary.
- Maintains data/documentation in reports, logs, etc., as required.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Aviation, Airport Operations, Business Administration, or related field.
- Six (6) years experience in airport operations, airport security, or related field.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Criminal Justice Information Systems (CJIS) certification within 12 months of hire.
- Must complete Airport Security Coordinator training and designation within 30 days of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in aviation, Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a security access control office of medium to large size secured facility.
- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of current cybersecurity trends and best practices.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Lifting up to 20 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF SYSTEMS ENGINEERING

GENERAL DESCRIPTION

Under the general direction of the Director of Enterprise Services, the Senior Manager of Systems Engineering is responsible for overseeing the management of Information Technology (IT) operations, specifically focusing on the implementation and optimization of work plans that align with annual goals and the strategic plan. This role involves actively resolving operational and management issues while ensuring efficient resource utilization to meet organizational objectives and enhance overall service delivery. The Senior Manager plays a pivotal role in reviewing and modifying work plans and determining work priorities to ensure optimal coverage, responding to customer service escalations and mediating conflicts to maintain operational harmony. Additionally, the Senior Manager provides valuable technical expertise to both clients and IT staff, recommending technology solutions that align with business needs and leading initiatives for process improvements to boost efficiency and operational effectiveness across the organization.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Reviews, develops, and modifies work plans, methods, and procedures to enhance operational efficiency; determine work priorities and create work schedules to ensure adequate staff coverage.
- Responds to customer service escalations and complaints, assisting subordinate staff with challenging assignments and mediating conflicts that arise during daily operations.
- Provides recommendations to higher-level management regarding the development of goals, objectives, and priorities for the operation, aligning them with organizational strategies.
- Provides technical expertise to clients and IT staff by identifying technology solutions that meet business needs and leading the design, development, and maintenance of supported technologies.
- Monitors and evaluates daily operations to ensure established standards and procedures are being followed effectively.
- Recommends and implements process improvements within the work group to enhance efficiency and service delivery.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience managing information technology operations, or similar experience.
- Three (3) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- ITIL, CompTIA A+, CompTIA Network+ and advanced Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computer hardware and software utilized in networked and web-based environments to ensure effective technology operations.
- Knowledge of information technology designs, setups, installation, implementation, and maintenance to support organizational objectives.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications, with the ability to recommend changes that improve operational efficiencies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting up to 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF SYSTEMS

GENERAL DESCRIPTION

Under the general direction of the Director of Airfield, Grounds and Systems Maintenance, the Senior Manager of Systems ensures that all airport facilities, systems, and equipment are maintained to meet industry standards while exceeding customer expectations for safety, aesthetics, reliability, and value. This position oversees the maintenance and operations of a variety of mechanical and electrical systems, including baggage handling and passenger boarding systems. The Senior Manager is responsible for managing in-house trades personnel and outsourced maintenance contracts, ensuring that maintenance staff contribute to capital project development teams by providing insights on life cycle costs and reliability.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Develops and monitors departmental budgets for operations, maintenance, equipment, capital projects, and Automated People Mover (APM) Operations and Maintenance (O&M) contracts.
- Oversees the APM System Safety and Security Program Plan (SSPP) and ensure compliance with required annual Florida Department of Transportation (FDOT) safety regulations.
- Implements and monitors departmental goals and objectives to enhance operational efficiency and effectiveness.
- Develops and implements inspection and monitoring programs to assess facility conditions and protect the Authority's interests.
- Serves as Project Director for capital improvement projects, ensuring adherence to timelines and budgets.
- Manages outsourced maintenance contracts, ensuring compliance through appropriate inspections and monitoring controls.

- Manages utility expenses and develop energy management programs to optimize resource usage.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Construction Management, Facilities Management, Business Administration, or related field.
- Six (6) years experience in managing a maintenance operation including budget responsibilities, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

- Management experience at an airport, large commercial or institutional facility.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of maintenance management principles, including budget development and resource allocation for operations and capital projects.
- Knowledge of industry standards and regulations related to building maintenance, equipment operation, and grounds management.
- Knowledge of occupational hazards and safety regulations to ensure a safe working environment for all staff.
- Ability to make informed decisions and prioritize work across multiple locations to meet operational demands.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Occasionally lifting up to 60 Ibs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Frequent exposure to insects.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TALENT ACQUISITION

GENERAL DESCRIPTION

Under the general direction of the Director of Human Resources, the Senior Manager of Talent Acquisition plays a pivotal role in shaping and enhancing the organization's talent acquisition strategies. This senior leadership position encompasses the organization's recruitment strategy and execution, ensuring the attraction and selection of top talent across all levels. This role oversees the full lifecycle recruiting process — from workforce planning and employer branding to sourcing, interviewing, and onboarding — while also serving as the business owner for the recruiting technology platform. The position requires strong operational leadership, technology implementation expertise, and the ability to partner strategically with business leaders to anticipate talent needs and deliver exceptional candidate experiences.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Talent Acquisition Strategy & Leadership

- Develop and execute a comprehensive talent acquisition strategy aligned with company growth goals, objectives, and workforce planning needs.
- Lead the delivery of consistent, high-quality hiring experiences.
- Partner with senior leadership to forecast hiring needs and establish scalable recruiting processes.

Employer Brand & Candidate Experience

- Strengthen the employer value proposition through digital channels, social media, and candidate engagement initiatives.
- Ensure all candidates experience a high-touch, consistent, and inclusive recruitment journey.
- Build domain expertise of industry trends and talent market dynamics across the Tampa Bay region.

Full Lifecycle Recruiting

- Manage the entire recruitment process for exempt and non-exempt roles, including requisition intake, internal and external job board management, sourcing, screening, selection, offer negotiation, and onboarding coordination.

- Build and maintain diverse candidate pipelines through proactive sourcing, referrals, and partnerships with external organizations.
- Monitor and ensure compliance with all relevant employment laws and internal policies.

Technology & Process Enablement

- Serve as the primary business lead for configuration and optimization of new workforce planning, recruiting and onboarding modules.
- Collaborate with HRIS, ITS, and external implementation partners to design workflows, user permissions, and reporting structures.
- Train and support HR and hiring managers on ATS system usage to drive adoption and data accuracy.
- Leverage system analytics to track KPIs, identify bottlenecks, and recommend continuous improvement initiatives.

Metrics, Reporting & Continuous Improvement

- Define and monitor recruiting performance indicators (e.g., time-to-fill, cost-per-hire, source effectiveness, candidate satisfaction).
- Deliver regular talent market insights and dashboards to executive leadership.
- Evaluate recruitment tools, vendors, and practices to ensure continuous optimization and innovation.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Empowerment:** Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through team building and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risks when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges. Develops new ways to solve problems and achieve results. Reward unique ideas and solutions that result in success.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and

responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Social Sciences, Behavioral Sciences, or related field.
- Six (6) or more years of experience in sourcing and talent acquisition functions
- Or equivalent combination of education, training, and experience.
- Demonstrated success managing full lifecycle recruiting across multiple locations or business units.
- Strong understanding of employment law, DE&I practices, and workforce analytics.
- Experience implementing or managing UKG Recruiting or similar ATS (Workday, iCIMS, Greenhouse, etc.).
- Must possess a valid Florida Drivers License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of HR policies, procedures, and best practices, particularly in and talent acquisition.
- Skills in establishing and maintaining effective working relationships with internal and external stakeholders.
- Ability to compile and analyze data for reporting and decision-making purposes.
- Ability to adapt to changing HR landscapes, legal requirements, and organizational needs.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TERMINAL OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Terminal Operations and Guest Experience, the Senior Manager of Terminal Operations is responsible for providing strategic leadership and management of terminal operations, ground transportation services, and the coordination of construction activities within airport facilities. This role ensures seamless operations while effectively managing the complexities of ongoing construction projects and airport activities. The Senior Manager collaborates with key stakeholders, including contractors, engineers, airlines, and government agencies, to minimize operational disruptions and enhance the overall passenger experience. Additionally, this position oversees the Airport Duty Managers and the Terminal Operations Team.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Administers the allocation of budgets and resources, establishing policies and procedures to maintain operational continuity for section.
- Monitors daily terminal operations to ensure the smooth flow of passengers and compliance with security and regulatory requirements.
- Coordinates with airlines, TSA, and terminal tenants to address operational issues and enhance safety and efficiency across terminal activities.
- Implements and enforces airport policies and procedures related to terminal operations, aligning them with safety, security, and customer service standards.
- Conducts regular inspections of terminal facilities to identify improvement areas and promptly address operational concerns.
- Serves as the primary liaison between airport operations and construction teams, ensuring effective coordination of construction activities.
- Reviews construction plans and project timelines, providing insights on operational impacts and necessary safety measures.
- Oversees safety inspections and audits of terminal areas and ground transportation facilities to identify and mitigate potential risks.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Six (6) years experience in airport operations, guest relations, or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance, and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF TRAFFIC

GENERAL DESCRIPTION

Under the general direction of the Vice President of Public Safety & Security, the Senior Manager of Traffic is responsible for overseeing the Traffic division within the Police Department. This position ensures adherence to policies and regulations mandated by State and Federal agencies concerning traffic flow and security at the airport. Additionally, the Senior Manager oversees the Airport Resource Officer (ARO) program, manages the division's budget and operations, and collaborates with various departments and agencies to promote effective traffic management and public safety initiatives. This position also involves mentoring and training subordinate staff, addressing performance issues, and participating in leadership team activities to develop strategic goals for the division.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs oversight and responsibility for the Authority curbside management program operation, a 24-hour, seven-day a week operation.
- Directs subordinates on customer service, policy application and problem solving; and investigates employee performance issues.
- Coordinates with other departments as well as outside Local, State and Federal agencies, to include the Federal Transportation Security Administration and US Military.
- Meets daily with the Vice President to provide updates on the unit's operations and future needs.
- Manages and creates the division's budget, schedule and equipment.
- Manages customer inquiries and situations.
- Oversees security procedures relating to the Airport Security Plan and imposed by the Federal Transportation Administration.
- Serves as a member of the department and Authority leadership team coordinating activities and developing short- and long-term goals and action plans.
- Acts as Hearing Officer for grievances or other personnel actions.
- Serves as the management team member for meetings and negotiations with the union.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor’s Degree in Business, Management, Law, Criminal Justice, or related field.
- Six (6) years experience in law enforcement or Traffic.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and practices as they apply to airport operations, including adherence to State and Federal regulations.
- Ability to analyze complex issues and develop effective solutions to enhance operational efficiency and public safety.
- Knowledge of the Airport Security Plan and Federal Transportation Administration security procedures, ensuring compliance in all traffic operations.
- Skill in budget management, including the creation, monitoring, and reporting of financial resources for the Traffic division.
- Ability to manage multiple high-priority tasks simultaneously while maintaining attention to detail and operational soundness.
- Knowledge of customer service principles and practices, enabling effective handling of inquiries and resolution of issues.
- Skill in mentoring and training subordinate staff, providing guidance and support to enhance their professional development.
- Ability to coordinate effectively with various internal departments and external agencies, including law enforcement and transportation security organizations.
- Skill in conflict resolution, acting as a Hearing Officer for grievances and facilitating negotiations with union representatives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER PUBLIC SAFETY ADMINISTRATION

GENERAL DESCRIPTION

Under the general direction of a Police Captain, the Senior Manager Public Safety Administration (PSA) oversees the Administration Unit, Evidence Unit, and Accreditation and Compliance of the Police Department. This position is responsible for providing administrative, financial, and support services to ensure the operational efficiency of the department. The PSA Senior Manager has operational control of the Evidence Unit. The PSA Senior Manager is responsible to provide guidance and direction to the Evidence Technicians and develop and revise policy to build efficiency within the unit. The PSA Senior Manager has general oversight of the Accreditation and Compliance Manager and is responsible to ensure that the department stays within accreditation standards. This position also requires departmental policies be regularly reviewed and revised to meet developing departmental needs as well as evolving Accreditation standards. The Senior Manager establishes policies and procedures, prepares budget documents, and conducts technical analyses of data, all while supervising and mentoring subordinate staff. Additionally, the role involves coordinating with internal and external agencies to ensure compliance with regulations and effective communication, as well as managing public records requests and special projects related to records management.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate analysts' and professionals' welfare and care, individual training in the conduct of their duties and mentoring
- Review subordinate analysts' and professionals' work performance; conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinate analysts' and professionals meet Authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Establishes administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel.
- Monitors, prepares and controls expenses of Departmental budgets.
- Manages and reconciles Federal seizure, State seizure, and local evidence accounts with finance department on reoccurring basis.
- Conducts technical analysis and evaluations of data using financial and police reports.
- Responds to requests for statistical information from databases and formulates and edits monthly reports.

- Coordinates with other units within own organization and external agencies/departments to ensure efficient flow of communications and service; interprets, explains, and ensures compliance with program requirements, regulations, and procedures, including coordinator/administrator for the Authority with Florida Department of Law Enforcement (FDLE) National Incident Based Reporting System (NIBRS), Florida Incident Based Reporting System (FIBRS), and Use of Force reporting.
- Oversees State sanctioned accreditation for the Department (Florida Commission for Law Enforcement Accreditation) which is based on a three-year cycle.
- Acts as department Records Custodian and oversees public records requests, sealing/expungement, and records retention in compliance with state records laws.
- Participates and represents the department in meetings concerning records management, administrative staff duties, computer software upgrades, technical workgroup meetings, and other meetings as directed.
- Serves as a subject matter expert for the department with managerial responsibility for preparing Florida Contraband and Forfeiture reports for FDLE and the Department of the Treasury.
- Coaches Administrative Specialist employees on training and development.
- Manages special projects involving records and reports assigned. Prepares descriptive reports, utilizing detailed charts and diagrams.
- Prepares detailed executive summary reports and staff proposals.
- Has a managerial understanding of the evidence intake, process, and destruction functions of the Evidence Unit.
- Administrative oversight and auditing of all public records and State Attorney records requests related to digital evidence, body worn cameras and photographic evidence.
- Participates and represents the Department in meetings concerning the Evidence Unit and its processes.
- Act as Liaison to the Florida Department of Law Enforcement (FDLE) Evidence Section regarding submission protocol and evidence processing.
- Maintains a working knowledge of all the duties and responsibilities of the Accreditation and Compliance Unit.
- Establishes administrative policies, procedures, and guidelines to ensure operational efficiency of the Administration Unit, Evidence Unit, and Accreditation and Compliance Unit.
- Provides supervision, guidance, training and motivation to assigned personnel; coordinates functions; assigns, monitors and reviews work of subordinate staff, including manager, analyst and professionals; evaluates performance and initiates correction action, as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around teams' output.

- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with the resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency when appropriate.

The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Five (5) years of complex administrative and/or clerical experience.
- Two (2) years of supervisory experience.
- Notary State of Florida Certification (Must obtain within ninety (90 days) of on-boarding.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Security and Emergency Management, Criminal Justice, Public Administration, Business Administration or related field.
- Previous complex administrative and/or clerical experience in law enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policies, procedures, and rules of the assigned department function or operation.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of public records law F.S. 119 requirements and National Incident Based Crime Reporting System guidelines.
- Knowledge and proficiency within law enforcement record management systems.
- Skill in interpretation and analysis of financial data.

- Knowledge of customer service principles, enabling effective communication and support for internal and external stakeholders.
- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Ability to multi-task, prioritize, and manage time effectively.
- Skill in using computers, computer-related software or programs, charting, and graphics.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Frequent walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Occasional bending, stooping & reaching overhead
- Typing up to 6 hours per day
- Very frequent hearing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROCUREMENT AGENT

GENERAL DESCRIPTION

Under the general direction of a Senior Manager in Procurement, the Senior Procurement Agent is responsible for managing advanced procurement and contractual projects across various categories, including commodities, professional services, construction, and information technology. This position handles more complex and high-value procurements independently, performing in-depth research and document development for various solicitation methods such as competitive solicitations, government cooperatives, sole source, standardization, and quotes. The Senior Procurement Agent also develops and negotiates contracts, reviews requisitions, and processes purchase orders, ensuring compliance with established standards.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs in-depth research and document development to procure goods and services utilizing competitive solicitations such as Invitation to Bid (ITB), Reverse Auctions (RA), Request for Proposal (RFP), Invitation to Negotiate (ITN) and Request for Qualifications (RFQ), sole source, government cooperative contracts, standardization, and Invitation to Quote (ITQ).
- Analyzes cost proposals and financial data and prepares detailed management reports.
- Negotiates and develops contracts and ITB, RA, RFP, ITN, and RFQ solicitation documents, as well as coordinates and facilitates the ITB, RA, RFP, ITN, and RFQ through governing Board of approval.
- Analyzes contract terms and conditions and develops and processes change orders, amendments, and renewals, as needed.
- Reviews and processes requisitions, purchase orders and purchasing card payments.
- Utilizes contract administration software program and Enterprise Resource Planning (ERP) system.
- Prepares Board documents.
- Coordinates andoversees all meetings related to solicitations.
- Facilitates the bid and technical evaluation processes.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions, admitting mistakes and learning from them, and assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business Administration, Public Administration, or related field.
- Three (3) years of experience in formal contracting and procurement of goods/services.
- Certified Professional Public Buyer (CPPB); or a Certified Professional Purchasing Officer (CPPO) designation.
- Or equivalent combination of education, training, and experience.
- NIGP Certified Procurement Professional (NIGP-CPP) designation within 18 months of hire.
- Must possess a valid Driver's License.

PREFERRED QUALIFICATIONS

- Experience utilizing automated procurement systems.
- Certified Professional in Supply Management (CPSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement principles, procedures, and regulations, including solicitation, bidding, and contract negotiation.
- Knowledge of relevant software applications for document formatting, budget management, and procurement tracking.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Occasional lifting up to 25 Ibs
- Occasional pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SENIOR PROGRAM MANAGER OF STRATEGIC SERVICES

GENERAL DESCRIPTION

Under the general direction of the Director of Strategic Services, the Senior Program Manager of Strategic Services leads and coordinates cross-functional strategic programs that translate airport strategy into measurable operational, commercial, and guest-experience outcomes. This role owns program-level alignment across defined organizational strategies, operational units, commercial partnerships, and other stakeholders to deliver initiatives that improve guest experience, revenue, efficiency, and long-term resilience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Strategic Alignment:
  - Ensure that multiple projects support and drive the organization's overall strategic objectives and business goals.
  - Convert high-level strategic priorities into program roadmaps, success metrics, scope, and prioritized workstreams.
- Program Oversight:
  - Manage the full lifecycle of a program, coordinating and monitoring all constituent projects to ensure cohesive progress.
- Performance Monitoring:
  - Track key performance indicators (KPIs) to assess program success and identify areas for improvement.
  - Produce concise executive-level summaries illustrating progress, next steps and/or impacts.
- Budget and Resource Management:
  - Oversee applicable budgets and allocate resources effectively.
  - Develop capacity plans to align with timelines and operational peaks.
- Risk and Dependency Management:
  - Identify and manage potential risks and dependencies between projects to prevent issues from hindering program success.
- Stakeholder Communication:

    - Provide regular updates on program progress, challenges, and objectives to executive leadership and other stakeholders.
    - Provide oversight and direction to steering committees, task forces, and focus teams.
- Team Leadership:
    - Lead, motivate, and support project managers and team members, fostering collaboration to achieve shared program goals.
    - Provides technical guidance to project staff, conducting training and process mentoring to enhance team capabilities when embedded in focus teams.
- Process and capability building:
    - Standardize and educate the organization on strategic ideation and delivery frameworks (Agile, Design Thinking, etc.), informed decision making (DVF process, decision matrices), and inter- and intradepartmental handoff protocols.
- Regular and reliable attendance is required as an essential function of the position

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

Sound Judgement: The ability to make sound and timely decisions by analyzing and understanding situations and information clearly, by carefully examining the details. Exhibits a sense of urgency where appropriate.

Empowerment: Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through teambuilding and development, which results in individuals solving problems on their own through creativity and innovation.

Decisiveness: Thinking outside the box; taking appropriate risk when getting things done with resources available, resulting in actionable output.

Driving Innovation: Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges; develops new ways to solve problems and achieve results. Rewarding unique ideas and solutions that result in success.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree from an accredited college or university in business administration, project management, business analytics, human factors, computer science or related field

- At least five (5) years leading complex, multi-stakeholder strategic programs or portfolios in transportation, aviation, infrastructure, or similarly regulated, operation-intensive environments.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- MBA or advanced degree in a related field from an accredited college or university
- Certification in Project Management (CAPM), Certified ScrumMaster (CSM), Program Management Professional (PgMP), Agile Certified Practitioner, or similar

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KNOWLEDGE, SKILLS, AND ABILITIES

- Proven experience translating ambiguous strategic priorities into clear, actionable programs with measurable outcomes.
- Ability to develop and deliver executive briefings, written reports, presentations, dashboards, and formal documentation tailored to C-suite leaders, senior executives, operational teams, technical stakeholders, and external partners, translating complex strategic and technical information into clear, actionable guidance. Proficiency
- Proficiency in collaborative project management platforms (e.g. Microsoft Teams, Microsoft Project, Clickup) and client/customer management tools (e.g. Salesforce)
- Ability to define outcome metrics, interpret performance data, and use findings to adjust strategy and delivery on a fluid cadence
- Hands-on experience in roadmapping, asset coordination plans, and phased rollouts
- Working knowledge of governance authoring, compliance checks, and contingency plans for on-going operations
- Ability to communicate effectively orally and in writing at all levels of the organization
- Ability to establish and maintain effective working relationships with cross-functional teams and stakeholders within and outside the Authority
- Ability to handle restricted, sensitive, and confidential information
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism
- Facilitates effective meetings, workshops, and briefings, driving alignment, decisions, and documented outcomes.
- Communicates risks, dependencies, and changes proactively, maintaining trust and minimizing disruption across stakeholders.
- Skill in establishing structured communication cadences, status reporting processes, and documentation standards to ensure transparency, alignment, and accountability throughout program execution.
- Strong communication and presentation skills.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROGRAM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Strategic Services, the Senior Manager - Program Manager leads and coordinates cross-functional strategic programs that translate airport strategy into measurable operational, commercial, and guest-experience outcomes. This role owns program-level alignment across defined organizational strategies, operational units, commercial partnerships, and other stakeholders to deliver initiatives that improve guest experience, revenue, efficiency, and long-term resilience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Ensure that multiple projects support and drive the organization's overall strategic objectives and business goals.
- Convert high-level strategic priorities into program roadmaps, success metrics, scope, and prioritized workstreams.
- Manage the full lifecycle of a program, coordinating and monitoring all constituent projects to ensure cohesive progress.
- Track key performance indicators (KPIs) to assess program success and identify areas for improvement.
- Produce concise executive-level summaries illustrating progress, next steps and/or impacts.
- Oversee applicable budgets and allocate resources effectively.
- Develop capacity plans to align with timelines and operational peaks.
- Identify and manage potential risks and dependencies between projects to prevent issues from hindering program success.
- Provide regular updates on program progress, challenges, and objectives to executive leadership and other stakeholders.
- Provide oversight and direction to steering committees, task forces, and focus teams.
- Lead, motivate, and support project managers and team members, fostering collaboration to achieve shared program goals.
- Provides technical guidance to project staff, conducting training and process mentoring to enhance team capabilities when embedded in focus teams.

- Standardize and educate the organization on strategic ideation and delivery frameworks (Agile, Design Thinking, etc.), informed decision making (DVF process, decision matrices), and inter- and intradepartmental handoff protocols.
- Regular and reliable attendance is required as an essential function of the position

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly, by carefully examining the details. Exhibits a sense of urgency where appropriate.
- **Empowerment**: Shares and instills in others a sense of responsibility to enhance their commitment and ownership; Encourages ownership and responsibility through teambuilding and development, which results in individuals solving problems on their own through creativity and innovation.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available, resulting in actionable output.
- **Driving Innovation:** Develops fresh ideas and new approaches that provide solutions to all types of workplace challenges; develops new ways to solve problems and achieve results. Rewarding unique ideas and solutions that result in success.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Bachelor's Degree from an accredited college or university in business administration, project management, business analytics, human factors, computer science or related field
- At least five (5) years leading complex, multi-stakeholder strategic programs or portfolios in transportation, aviation, infrastructure, or similarly regulated, operation-intensive environments.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- MBA or advanced degree in a related field from an accredited college or university
- Certification in Project Management (CAPM), Certified ScrumMaster (CSM), Program Management Professional (PgMP), Agile Certified Practitioner, or similar

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven experience translating ambiguous strategic priorities into clear, actionable programs with measurable outcomes.
- Ability to develop and deliver executive briefings, written reports, presentations, dashboards, and formal documentation tailored to C-suite leaders, senior executives, operational teams, technical stakeholders, and external partners, translating complex strategic and technical information into clear, actionable guidance.
- Proficiency in collaborative project management platforms (e.g. Microsoft Teams, Microsoft Project, Clickup) and client/customer management tools (e.g. Salesforce)
- Ability to define outcome metrics, interpret performance data, and use findings to adjust strategy and delivery on a fluid cadence
- Hands-on experience in roadmapping, asset coordination plans, and phased rollouts
- Working knowledge of governance authoring, compliance checks, and contingency plans for on-going operations
- Ability to communicate effectively orally and in writing at all levels of the organization
- Ability to establish and maintain effective working relationships with cross-functional teams and stakeholders within and outside the Authority
- Ability to handle restricted, sensitive, and confidential information
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism
- Facilitates effective meetings, workshops, and briefings, driving alignment, decisions, and documented outcomes.
- Communicates risks, dependencies, and changes proactively, maintaining trust and minimizing disruption across stakeholders.
- Skill in establishing structured communication cadences, status reporting processes, and documentation standards to ensure transparency, alignment, and accountability throughout program execution.
- Strong communication and presentation skills.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 20 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROJECT DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Planning & Design, the Senior Project Director represents the Authority in the administrative, operational, and technical details of ongoing design activities. It provides oversight of project-related communication between Authority staff, design consultants, the Authority's Consulting Engineer, tenants, and airport users on airport development projects. This position oversees the planning and design elements of capital improvement projects. The position is responsible for ensuring that, from an operational and functional aspect, all design elements are fully coordinated with Airport stakeholders, including meeting all Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory and operational requirements, at a minimum. This position ensures that the design of all projects is proceeding according to the Authority's goals, objectives, policies, procedures, and processes and that all schedule and budget requirements are me

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SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.
- Manages capital improvement projects and other assignments, including coordination and oversight of Architectural/Engineering (A/E) and Design-Build (DB) firms and coordination with key stakeholders, including other Authority Departments and tenants.
- Monitors, controls, and reports on project budgets and schedules and prepares project management plan updates as required to manage the project.
- Reviews and approves A/E and DB design invoices.
- Prepares and reviews project status reports with department management.
- Reviews and approves design progress deliverables, including drawings and specifications, at designated intervals (e.g., 15, 30, 60, 90, and 100%).
- Leads design coordination and review meetings.
- Ensures the Authority’s design criteria are implemented in the project’s design.
- Interprets design questions from contractors and Authority construction personnel. Participates in construction progress meetings.
- Oversees any redesign activities and participates in the final inspection and acceptance of the project.

- Coordinates with design consultants to obtain required regulatory permits and design approvals as needed.
- Coordinates and establishes effective working relationships with other Authority departments, coordinates with governmental and code agencies, and assists in design administration duties.
- Holds project team meetings with stakeholders during the design process and keeps stakeholders updated and informed as the project moves through the design phase of each project.
- Performs review of tenant work permit plans and specifications
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor 's Degree in Architecture, Engineering, or related field.
- Six (6) years experience in the design and/or management of infrastructure, facility projects or related field.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project management methods and practices.
- Knowledge of federal, state, and local codes, laws, regulations, and ordinances about public infrastructures, building and zoning codes, safety codes, environmental permitting, and real estate.
- Knowledge of the development of plans and specifications.
- Knowledge of civil and architectural, structural, electrical, and mechanical engineering disciplines related to facilities projects.
- Knowledge of applicable State and County policies, rules, standards, and practices as applicable to procurement and contracts.
- Knowledge of department policies and procedures.
- Knowledge of project programming, scheduling, and estimating.
- Knowledge of Consultant's Competitive Negotiation Act (CCNA), consultant rates, fees, and cost structures.
- Knowledge of budgeting and fiscal policies.
- Knowledge of computer applications for engineering and architectural modeling, design, and drafting.
- Skill in visualizing spatial relationships and physical requirements.
- Skill in contract negotiation.
- Skill in engineering and/or architectural design.
- Ability to recognize and resolve potential engineering, architectural, and construction problems and site development issues.
- Ability to plan, organize, and supervise the work of others.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent sitting
- Occasional walking & standing
- Constant typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROJECT PAYABLES SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Projects and Grants Finance Manager, the Senior Project Payables Administrator will process all the project and equipment purchases across the Authority. Performs at a full performance level with items of great complexity and high volume.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Audit and process construction pay applications, design, owner direct purchase, equipment and miscellaneous invoices on a yearly basis. Conducts annual physical inventory counts of the capitalized equipment.
- Track and monitor approximately construction pay applications, design, owner direct purchase and equipment invoices on a yearly basis for compliance with the Prompt Payment Act. Payments need to be made within a certain number of business days to avoid receiving an interest penalty that needs to be paid to the vendor.
- Audit and process owner direct purchase invoices on a weekly basis.
- Monitors Oracle workflow approvals to ensure payments are made on time since project payments are only made once a month.
- Update purchase orders for reclasses (moving costs amongst projects or tasks within the same project). This is inclusive of costs and commitments.
- Process project and equipment related re-classes and credit memos.
- Prepare year-end audit schedules (retainage held, accruals for design invoices, construction pay applications and miscellaneous invoices) for the external auditors.
- Verify accuracy of change orders and amendments. One of the approvers needed before change orders and amendments are processed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability**: Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or equivalent.
- Three (3) years related experience
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with construction management software (Prolog, Primavera).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CIP processes and related financial management principles.
- Ability to perform detailed financial analysis and reconciliation between various accounting systems and project management software.
- Knowledge of federal and state grant management processes, including eligibility requirements and reporting obligations.
- Skill in advanced Microsoft Excel, including the ability to create complex spreadsheets and perform data analysis.
- Knowledge of computer operations using accounting and spreadsheet applications
- Ability to use word processing, spreadsheet, database and related software applications
- Ability to establish and maintain effective working relations with others within and outside own organization
- Ability to collect, organize and analyze data and develop logical conclusions

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing
- Continuous sitting & typing
- Continuous computer monitoring

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR PROPERTY CONTROL SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Materials Management Manager, the Senior Property Control Specialist is responsible for managing central receiving, distribution, and inventory utilized by various Authority departments. This role creates and maintains an inventory of organizational assets and inventory, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and overseeing the disposal of organizational assets tracking the movement of assets within the organization, overseeing the disposal of organizational assets, performs receiving and delivery of goods to customer departments, researching inventory needs, obtaining supplier quotes, and ensuring compliance with inventory control measures.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs receiving and delivery of goods to customers from departments across the Authority, as needed.
- Performs checks when receiving deliveries for damage, verifying quantities, and receiving into the Authority's Enterprise Resource Planning ERP system.
- Oversees, establishes and maintains methods, procedures, and records to account for inventory and equipment purchases using the Authority's ERP system.
- Maintains current records for a wide variety of accountable inventory, equipment and materials.
- Performs reporting out of the Authority Inventory Management System, including daily, weekly, and monthly reporting, as required, including but not limited to, cycle counts, min-max reports, and Materials Management Key Performance Indicators (KPIs).
- Assists with testing of ERP system upgrades and patches and technical issue resolution.
- Assists with keeping inventory control systems up to date and plans future warehouse capacity requirements.
- Maintains an inventory of parts and equipment on hand.
- Coordinates with property custodians to ensure all property is accounted for.
- Research specifications to assist in determining appropriate inventory to purchase and prepare requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.

- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Initiates forms for the transfer of equipment.
- Disposes of surplus property and accounts for all funds generated through these sales, including preparing Board documents.
- Reviews and makes recommendations to improve warehousing functions and inventory control.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in warehousing, and/or property control.
- Or equivalent combination of education, training, and experience.
- Forklift certified or able to become forklift certified.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of property control and inventory procedures to effectively manage and track organizational assets.

- Knowledge of rules and regulations governing the disposal of surplus property to ensure compliance during transactions.
- Knowledge of purchasing, storekeeping, and property control practices to optimize inventory management.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Frequent lifting up to 60 Ibs
- Frequent pushing, pulling & dragging
- Continuous typing
- Frequent use of van/medium-duty truck
- Regular use of a computer monitor

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

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SENIOR REAL ESTATE PROJECT MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Airport Properties and Airline Affairs, the Senior Real Estate Project Manager is responsible for projects from inception through completion, conducting negotiations, contract writing and interpretation, and team leadership. This position operates within tight timelines and has a high attention to detail and full accountability to achieve objectives. The incumbent provides business and technical analysis, contract expertise, and impeccable customer service to internal and external customers in compliance with regulatory and airport policies and procedures to meet business, contract, and revenue goals.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops, drafts, analyzes, interprets, and manages aeronautical and non-aeronautical leases, use and lease agreements, operating agreements, letters of intent, memoranda of understanding, and airline-related service agreements.
- Proactively manages and takes accountability for documents through the Board/CEO approval process, including drafting Board documents, gathering necessary documents, and tracking internal approvals.
- Works with internal and external departments and legal counsel to ensure contractual compliance with Federal, State, local rules and regulations and Authority policies and procedures.
- Manages projects to include successful onboarding of airlines and airline support companies.
- Acts as a liaison between Authority and airline support tenants.
- Coordinates site visits and provides meaningful insight as to how proposed actions may impact airline and airline support tenants.
- Establishes effective project/program outcomes, creates project schedules, and takes responsibility for successful completion of project.
- Interacts with stakeholders to identify and meet contractual and facility needs, including site visits on airport property.
- Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.
- Establishes effective project/program outcomes and schedules.
- Prepares and monitors project budgets, monitors allocated funds, and controls expenses.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, or related field.
- Three (3) years experience in contract writing and program/project management.
- Or an equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Paralegal and/or airline/airport experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Knowledge of airport operations, with demonstrated emphasis on interactions and relationships between the airport, airlines, and ground handlers.

- Knowledge of real estate development.
- Knowledge or project management principles and methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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SENIOR SYSTEMS BAGGAGE OPERATOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Supervisor, the Senior Systems Baggage Operator oversees the daily operations of specialized automated equipment, including conveyors and other electro-mechanical systems, within the baggage handling system. The operator develops and updates maintenance policies, monitors compliance with safety standards, and prepares reports to maintain accurate records of operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Oversee the daily operations of the Baggage Handling Systems (BHS), assigning staffing locations and responding promptly to equipment failures.
- Assists with contingency operations to minimize disruptions and impacts on customers during baggage processing.
- Plans job layouts and estimates materials, determining necessary equipment and tools for maintenance personnel to perform tasks.
- Schedules and oversees preventive maintenance activities to enhance operational effectiveness and extend the lifecycle of BHS assets.
- Creates requisitions for equipment, tools, and materials to ensure timely procurement for maintenance and operational needs.
- Assists in developing contract specifications and monitor contractor performance to ensure compliance with maintenance and construction requirements.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Very frequent lifting up to 50 lbs or more.
- Frequent bending, stooping.
- Pushing, pulling & dragging up to 6 hours per day.
- Occasional reaching overhead.
- Frequent kneeling, crawling & climbing.
- Occasional typing.
- Occasional exposure to extreme weather & chemicals.
- Frequent exposure to insects.
- Navigate frequently heights & confined areas.
- Occasional use of car/light truck & heavy equipment.
- Frequent use of power tools & golf cart.

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SENIOR TRAFFIC SPECIALIST

GENERAL DESCRIPTION

Under the general direction of a Traffic Supervisor, the Senior Traffic Specialist will perform team lead duties over Traffic Specialists in addition to providing information, public assistance and guidance to the public while enforcing parking laws and maintaining safety and control of vehicle and pedestrian traffic on airport arrival and departure drives, and other airport areas. The traffic division enforces airport parking laws and regulations and assists with Transportation Security Administration (TSA) transportation compliance requirements.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs team lead duties in a Public Safety and Security Department Police Traffic Division.
- Prepares daily and monthly work schedules, memorandums, correspondence, interoffice communications, etc.
- Directs and controls vehicular traffic on Aviation Authority terminal curbside drives and at checkpoint areas crossing taxiways.
- Completes written reports and required forms in accordance with standard operating procedures and directives.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Enforces parking regulations by issuing citations as necessary, maintaining order and compliance within the airport's parking facilities.
- Reassigns personnel as needed to maintain efficient public access to the airport.
- Trains and assists newly hired personnel.
- Assists with oversight of maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.
- Operates required communications equipment.

- Facilitates impounding of vehicles found in violation of airport parking regulations.
- Conducts regular inspections of traffic areas to ensure compliance with established safety standards and identify potential hazards.
- Engages in community outreach efforts to educate the public about traffic regulations and safety initiatives at the airport.
- Maintain accurate records of traffic incidents, citations issued, and other relevant data for reporting and analysis purposes.
- Assumes the authority of, and act on behalf of the Traffic Supervisor, as required.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or valid equivalent.
- Three (3) years experience in related field.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport traffic rules and regulations to ensure compliance and safety in managing vehicular movement within the airport.
- Knowledge of airport security protocols and procedures, enabling effective enforcement of safety measures and regulations.
- Skill in directing and controlling vehicular traffic to maintain safe and efficient flow on airport terminal curbside drives and taxiways.
- Ability to operate a tow truck and other airport vehicles safely and efficiently while performing traffic management duties.
- Knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Skill in the use of Word, and Outlook.
- Ability to plan, organize and oversee the work of others.
- Ability to engage with the community through outreach efforts, educating the public on traffic regulations and promoting safety initiatives at the airport.
- Ability to remain calm and make sound decisions under pressure and in the absence of supervision.
- Ability to train all personnel on company applications and procedures.
- Ability to use initiative and exercise sound judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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SERVICE DESK TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the Service Technician I provides technical support for hardware and software services to the Authority. This position is tasked with supporting the resolution of basic incidents and requests under close supervision in one or more of the following areas: service desk support, desktop and peripheral support, mobile device support, application support, airline common use hardware and software support, and network support.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for technical support, providing prompt and professional assistance to end users via phone, email, messaging, or in person, and troubleshooting hardware, software, network connectivity, and system issues.
- Documents all support interactions and resolutions in the ITS ticketing system, ensuring thorough and accurate record-keeping.
- Escalates unresolved issues to the appropriate ITS teams for further investigation and resolution.
- Collaborates with ITS colleagues to identify recurring issues and implement proactive solutions to prevent future incidents.
- Documents learned knowledge and resolved issues by writing and maintaining knowledge base articles to support knowledge sharing and continuous improvement within the team.
- Participate in ongoing and continual cross-training within frontline teams to build camaraderie, identify areas of opportunity, and serve as a coach for other technicians.
- Provides backup and support to other ITS teams as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The Authority reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.
- Must pass a security threat assessment (STA) and a fingerprint-based criminal history records check (CHRC) as well as SIDA training in order to obtain the required SIDA badge. Successful completion of an FDLE CJIS background check is an absolute requirement for this position. Candidates must have a clean criminal record and be able to obtain and maintain clearance for access to CJIS systems.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- **Education:** High School Diploma or equivalent.
- **Experience:** Two (2) years of information technology experience in basic user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- **Licensure and/or Certification:** Possess at least one (1) of the following certifications: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, HDI Support Center Analyst (HDI-SCA), Cisco Certified Entry Networking Technician (CCENT), Azure Fundamentals (AZ-900), Microsoft 365 Fundamentals (MS-900).
- Or an equivalent combination of Education, Experience, Licensure and/or Certification
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience providing technical support in a help desk or service desk environment
- Familiarity with ticketing systems or IT service management tools
- Two (2) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, HDI Support Center Analyst (HDI-SCA), Cisco Certified Entry Networking Technician (CCENT), Azure Fundamentals (AZ-900), Microsoft 365 Fundamentals (MS-900).

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of computer hardware, operating systems, software applications, and peripheral devices (e.g., printers, scanners).
- Basic knowledge of Microsoft Windows operating systems and common desktop troubleshooting practices.
- Familiarity with Microsoft Office or similar productivity applications and basic troubleshooting techniques.
- Basic understanding of networking concepts such as Wi-Fi connectivity, VPN access, DNS resolution, and internet connectivity.
- Basic understanding of user account management concepts, including password resets, account lockouts, and access permissions.
- Basic knowledge of Apple mobile devices and common iOS/iPadOS support tasks.
- Basic understanding of endpoint security practices, including safe computing, password security, and device protection.
- Ability to communicate technical information clearly to non-technical users, both verbally and in writing, while maintaining professionalism and patience.
- Ability to organize work, prioritize multiple tasks, and meet established service levels.
- Ability to follow established policies, procedures, and technical documentation while collecting and analyzing information to diagnose and resolve issues.
- Ability to establish and maintain effective working relationships and handle sensitive or confidential information appropriately.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 60 lbs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental

disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SERVICE DESK TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Client & Field Services, the Service Desk Technician II is responsible for providing technical support for hardware and software services to the Authority. This role requires the ability to help resolve complex work problems across various areas, including service desk support, desktop and peripheral support, mobile device support, application support, and network support with minimal supervision.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the first point of contact for internal users seeking technical assistance via phone, email, or in-person.
- Performs remote troubleshooting through diagnostic techniques and pertinent questions.
- Determines best course of action to resolve the users issue.
- Escalates unresolved issues to the appropriate IT teams for further investigation and resolution to ensure user satisfaction.
- Follows up and updates user on status of issues.
- Documents all support interactions and resolutions in the IT ticketing system, ensuring thorough and accurate record-keeping for future reference.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.

- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- One (1) or more of the following; CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, ITIL Foundation, Apple Certified Mac Technician (ACMT), HDI Desktop Support Technician, Cisco Certified Entry Networking Technician (CCENT), Microsoft Certified Solutions Associate (MCSA), or Microsoft Certified Professional.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications.
- Knowledge of Microsoft Office products.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Frequent lifting up to 60 lbs

- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SOFTWARE ENGINEER II

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Software Engineer II is responsible for designing, developing, testing, and maintaining high-quality software that meets business and customer needs. This role involves creating features and capabilities for end users, whether external customers or internal employees, as well as configuring and customizing vendor-provided packaged software. The Software Engineer II supports multiple applications across various domain areas, including ERP, GIS, Interfaces, Data Analytics, API, and Cloud Services. This position performs work independently, collaborate with consulting resources, share information, and assist others with work orders to ensure successful project outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Writes high-quality code that meets customer needs, emphasizing simplicity, clarity, and testability.
- Participates in code reviews and utilize collaborative programming techniques to promote high-quality business outcomes.
- Investigates and propose solutions to development and design challenges.
- Participates in scope of work estimation and forecasting for projects.
- Conducts analysis to determine integration needs and design and plan integrations effectively.
- Implements unit and integration tests and conduct functional and performance testing where appropriate.
- Develops reusable software building blocks to enable faster delivery and enhance efficiency.
- Improves the performance of existing software by diagnosing and resolving critical issues.
- Prepares technical documentation, including software design evaluation plans, test results, and technical manuals.
- Provides support and troubleshoot issues in production environments, ensuring minimal disruption to business operations.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or related field.
- Three (3) years of related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc.
- Experience with Agile/Scrum development methodologies.
- Experience with microservices architecture and containerization.

KNOWLEDGE, SKILLS, AND ABILITIES

• Knowledge of development platforms (e.g., Oracle Cloud, Azure, etc.) and cloud services.
• Experience with relational databases (e.g., SQL, PL/SQL) and data management.
• Experience in building APIs for both internal and external products.
• Experience developing for multiple operating systems and platforms.
• Experience with software development lifecycles and agile development methodologies.
• Knowledge of software testing principles and methodologies to ensure high-quality deliverables.
• Knowledge of security best practices in application development to safeguard data and systems.

• Knowledge of context for code, codebase, and its relation to business objectives.
• Experience communicating complex technical information to various stakeholders.
• Experience working on a team as well as working autonomously.
• Growth mindset and a willingness to learn new skills, technologies, and frameworks.
• Ability to establish and maintain effective working relationships with others within and outside the Authority.
• Ability to handle restricted, sensitive, and confidential information.
• Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SOFTWARE ENGINEER III

GENERAL DESCRIPTION

Under the general direction of the Software Engineering Manager, the Software Engineer III is responsible for designing, developing, testing, and maintaining high-quality software that meets business and customer needs. This role involves creating features and capabilities for end users, whether external customers or internal employees, as well as configuring and customizing vendor-provided packaged software. The Senior Application Developer supports multiple applications across various domain areas, including ERP, GIS, interfaces, Data Analytics, APIs, and Cloud Services. This position works independently on projects and leads projects performed by Application Developers.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads and monitors project work that requires application development efforts, ensuring timely and successful completion.
- Leads code reviews and utilize collaborative programming techniques to promote high-quality business outcomes.
- Writes high-quality code that meets customer needs while emphasizing simplicity, clarity, and testability.
- Investigates and proposes solutions to development and design challenges, ensuring alignment with business goals.
- Determines the scope of work, including estimation and forecasting for application development tasks.
- Conducts analysis to determine integration needs and design and plan integrations effectively.
- Implements unit and integration tests, as well as conduct functional and performance testing where appropriate.
- Develops reusable software building blocks to facilitate faster delivery of applications.
- Improves the performance of existing software by diagnosing and resolving critical issues in a timely manner.
- Prepares comprehensive technical documentation, including software design evaluation plans, test results, and technical manuals.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of experience in software application development, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- At least one technical certification in the following areas: Cloud, Object Oriented Programming Language, Data, etc. At least one certification in testing approaches and frameworks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of one or more coding languages, such as Java or Apex, with a focus on best practices in software development.
- Knowledge of cloud development platforms and similar technologies.
- Knowledge of software development lifecycles and methodologies.
- Knowledge of software testing principles and methodologies to ensure high-quality deliverables.
- Knowledge of security best practices in application development to safeguard data and systems.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SOFTWARE ENGINEERING MANAGER

GENERAL DESCRIPTION

Under the general direction of the Director of Software Engineering and PMO, the Software Engineering Manager is responsible for directing the design, development, implementation, and support of the Authority's business requirements and applications, including integrations, data analytics, reports, and dashboards. The Software Engineering Manager interprets functional requirements, ensure the creation of technical specifications and design documentation, and oversees development and unit testing while adhering to SDLC and change management processes. Additionally, this role includes managing data migrations and archiving, configuring and supporting integrations with third-party products and cloud applications, and providing ongoing support, fixes, and enhancements for existing applications and products.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages the full lifecycle of system implementation projects, including planning, scheduling, budgeting, and monitoring progress while coordinating activities across cross-functional teams.
- Organizes and leads workshops, seminars, and hackathons to promote knowledge sharing and encourage the adoption of new technologies and techniques within the development team.
- Monitors the performance of applications post-implementation to identify areas for enhancement and ensure ongoing system efficiency.
- Collaborates with technical teams and architects to design and architect systems that meet identified business requirements, defining system architecture, data models, integrations, and user interfaces.
- Oversees the selection, evaluation, and management of external vendors, including defining requirements, evaluating proposals, negotiating contracts, and ensuring vendor deliverables meet organizational needs.
- Ensures that business systems initiatives align with the organization's strategic objectives by understanding business strategies and prioritizing initiatives accordingly.
- Identifies and manages risks associated with application development projects, implementing mitigation strategies to minimize impact on project timelines and outcomes.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in application development and quality assurance testing, or similar experience.
- Two (2) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- At least one advanced technical certification in the areas of Cloud, Object Oriented Programming, Enterprise Architecture or Data, etc. as well as certification in project leadership such as: PMI, CSM, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of enterprise business applications and application development roadmaps.
- Knowledge of the design, setup, installation, implementation, and maintenance of enterprise applications.
- Knowledge of security issues, crisis management, business continuity, and legal considerations in technology.
- Strong project management skills, with experience in both Agile and Waterfall methodologies.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SOLUTIONS ARCHITECT

GENERAL DESCRIPTION

Under the general direction of the Director Software Engineering and PMO, the Solutions Architect is responsible for providing technical leadership, expertise, and guidance related to architectural standards, design, development, integration, and implementation of software solutions that enable the Authority's business partners to achieve their objectives. This role leads the organization's Enterprise Resource Planning (ERP) strategy design and execution, ensuring alignment with business processes and objectives. The Solutions Architect executes strategic planning, manages implementation initiatives, and drives continuous improvement of ERP solutions to optimize data integrity, operational efficiency, and business outcomes.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops comprehensive application solution architectures that align with business objectives, utilizing best practices and industry standards. Define system components, modules, integrations, data models, and workflows.
- Collaborates with business stakeholders to gather, analyze, and prioritize functional and technical requirements, translating business needs into technical specifications and design documentation.
- Designs and implements seamless integrations between ERP systems and other enterprise applications, databases, and third-party platforms, ensuring data consistency, integrity, and security across integrated systems.
- Provides technical leadership and guidance to development teams throughout the ERP implementation lifecycle, mentoring junior architects and developers to foster a culture of innovation and excellence.
- Creates and maintains comprehensive architectural documentation, including design diagrams, architecture frameworks, and implementation plans, to support knowledge sharing and project continuity.
- Oversees the end-to-end implementation of ERP solutions, including configuration, customization, testing, deployment, and post-implementation support, ensuring timely delivery within budget and quality standards.

- Identifies opportunities to optimize ERP system performance, scalability, and reliability by implementing performance tuning strategies, monitoring system metrics, and conducting periodic reviews.
- Assesses risks associated with ERP implementations and develops mitigation strategies to address potential issues, ensuring compliance with regulatory requirements, data security standards, and organizational policies.
- Provides training and support to end-users and technical staff to ensure effective use of ERP systems and adherence to best practices.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Five (5) years of experience in software application development, or similar experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Relevant certifications such as The Open Group Architecture Framework (TOGAF), Systems Applications, and Products (SAP) in Data Processing, Certified Application Architect, or Oracle Certified Master.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of ERP platforms such as SAP, Oracle, Microsoft Dynamics, or similar systems.
- Knowledge of ERP implementation methodologies, tools, and technologies.
- Knowledge of industry best practices and emerging trends in ERP systems and enterprise architecture.
- Knowledge of data management and governance practices to ensure data integrity and security within ERP systems.
- Ability to develop comprehensive documentation, including architecture designs, specifications, and implementation plans.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Frequent typing

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SENIOR MANAGER OF FINANCIAL OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Senior Manager of Financial Operations oversees payroll, accounts receivable, and revenue for the Authority. This role serves as a critical resource to the Director of Finance in executing strategic and process improvement initiatives while interpreting and communicating relevant regulations and procedures. Additionally, they coordinate with various stakeholders to provide solutions and resolve conflicts, ensuring smooth operational processes. This position will be responsible for the proper recording and invoicing of all tenant and Authority revenue.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strategic oversight and comprehensive management of the Authority's entire payroll process, ensuring alignment with organizational policies, regulatory compliance, and operational efficiency.
- Provides authoritative guidance to cross-departmental leadership, including Finance and Human Resources, on payroll-related laws and compliance matters, proactively shaping policies and practices across the Authority.
- Interprets and articulates complex payroll regulations, policies, and procedures to internal and external stakeholders; serves as a senior representative of the Authority and payroll function at organizational meetings, regulatory forums, and public events.
- Maintains enterprise-wide compliance with federal and state regulatory requirements; leads coordination efforts with external agencies and internal departments to streamline communication, enhance service efficiency, and reduce risk exposure.
- Leads and validates the Authority's end-to-end billing processes, ensuring all invoicing activities are accurate, timely, and aligned with financial policies, contractual obligations, and audit standards
- Provides high-level oversight of monthly tenant activity reporting, verifying accuracy and consistency while fostering strong partner relationships and safeguarding the Authority's financial reporting standards.
- Supports the annual rates & charges process, including reviewing the setup and administration of all contract changes, air service incentive program (ASIP) participants, and new tenant relationships.
- Coordinates the execution of the monthly collections process, maintaining

procedural integrity and ensuring past due accounts are addressed with diligence, transparency, and alignment with the Authority's financial practices.
- Oversee proper collection of annual Passenger Facility Charges (PFC) to ensure compliance with Federal guidelines.
- Partners in the planning and execution of ERP system upgrades, offering oversight, testing leadership, and administrative guidance to drive functionality, data integrity, and long-term system performance.
- Manages the Authority's inbound revenue strategy, including adherence to standard procedures, audit recommendations, and future process improvements.
- Oversee financial performance and reporting for parking, ground transportation, and pre-book parking programs, ensuring accuracy in revenue tracking, forecasting, and variance analysis.
- Collaborates with operations, commercial, and technology teams to support data-driven decisions that optimize revenue generation and enhance customer accessibility in parking and mobility services.
- Reviews monthly bank reconciliations and account statements to ensure accuracy, identify discrepancies, and verify compliance with internal controls and financial policies.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessar*y.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

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responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Six (6) years experience in accounting, finance or related field.
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Accounting, Finance, or a related field.
- Certified Public Accountant

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers Compensation laws.
- Strong knowledge of accounting principles, particularly as they relate to payroll and financial reporting.
- Knowledge of payroll software and systems (e.g., ADP, Paychex, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism**.**

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Frequent typing

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SENIOR MANAGER OF FINANCIAL PLANNING & ANALYSIS

GENERAL DESCRIPTION

Under the general direction of the Director of Finance, the Sr. Manager of Financial Planning & Analysis is responsible for overseeing the budgeting and financial planning for the Authority. This includes managing the annual operating budget process, from setting guidelines and timelines for the executive team to producing the budget book and supporting analysis for the Board. The role also involves managing budget amendments and the capital equipment budget and reallocating funds as needed throughout the fiscal year. Additionally, the Budget Manager reviews and updates budget-related policies and procedures, manages multi-year cash projections for the Authority's accounts, and makes recommendations regarding debt issuance timing and sizing.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Leads the preparation and review of comprehensive budget analyses, directing leadership throughout the Authority to ensure consistency, alignment with organizational objectives, and support for informed, data-driven decision-making
- Creates and presents comprehensive budget guidelines for executive leadership, driving alignment between fiscal policy, operational needs, and strategic vision
- Direct, research, and compile data for the budgeted business plan, as well as actual rates and charges, supporting signatory airlines recognized net investment and the Authority’s investment return summaries.
- Evaluates and updates budget policies and procedures, offering expert support and direction to Authority staff to ensure consistency, accuracy, and fiscal accountability.
- Coordinates budget-related documents for presentation to the airlines and the Authority’s Board.
- Oversee the equipment budget and create, distribute, and summarize departmental operating and equipment budget submission forms while providing training and guidance to Authority staff.
- Manage the execution of debt service transfers across bonds in partnership with the master trustee, and generates comprehensive financial data for sinking and reserve fund monitoring.
- Prepares detailed monthly multi-year cash projections for the Authority's cash accounts, covering cash needs and funding sources for its capital program, including grants, fees, and bank notes, while recommending timing and magnitude for bond issuances.

- Directs the preparation of the annual enplanement and passenger facility charge collection projections for Federal Aviation Administration reporting requirements.
- Analyzes trends and develops financial models to evaluate pricing strategies, contract performance, and capital planning related to operations.
- Maintain and update the Authority's 25-year financial model, incorporating capital planning, debt service, and operating projections to support strategic decision-making and long-range financial sustainability.
- Manages all financial aspects of the Customer Facility Charge (CFC) program, including revenue tracking, debt service analysis, fund compliance, and long-term financial planning for facility-related obligations.
- Directs the development and implementation of the Authority's cost allocation strategy to ensure equitable distribution of expenses across funds, programs, and departments in accordance with accounting standards, regulatory requirements, and Authority directives.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Driving Results:** Ability to inspire and motivate their staff to achieve goals by fostering a positive work environment that encourages enthusiasm, engagement, and high performance. Creates a sense of purpose and excitement around team's output.
- **Decisiveness:** Thinking outside the box; taking appropriate risk when getting things done with resources available resulting in actionable output.
- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crisis, or issues.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Six (6) years experience in accounting, finance or related field
- Three (3) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree – Accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of payroll systems and processes, including data entry, payroll calculations, and tax withholding.
- Knowledge of federal and state payroll regulations, including IRS guidelines, Fair Labor Standards Act (FLSA), and Workers Compensation laws.
- Strong knowledge of accounting principles, as they relate to payroll and financial reporting.
- Knowledge of payroll software and ERP systems (e.g., Oracle, UKG, etc.) and proficiency in Microsoft Excel for data analysis and reporting.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional bending, stooping & climbing
- Frequent typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

STAFF ACCOUNTANT

GENERAL DESCRIPTION

Under the general direction of the Finance Revenue & Contract Administrator, the Staff Accountant maintains and reconciles the general ledger to ensure the accuracy of financial records. The role works with various departments to address financial activities and offer insights on accounting matters. Additionally, the role includes assisting in the preparation of financial statements, reports, and audits, and utilizing various software applications for financial analysis and reporting.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Performs general ledger account reconciliations to identify discrepancies and ensure data integrity.
- Supports the accounts payable process, including invoice verification, data entry, and payment processing.
- Assists in the accounts receivable process, including invoicing, collections, and maintaining customer account records.
- Prepares and posts journal entries for various transactions, ensuring timely and accurate recording.
- Conducts monthly and year-end closing activities, assisting in the preparation of financial reports.
- Supports the budgeting process by gathering and analyzing financial data, preparing variance reports, and assisting with adjustments.
- Assist in the preparation of tax returns and compliance documentation as needed.
- Monitors and analyzes financial transactions to ensure compliance with internal controls and policies.
- Participates in internal and external audits by providing necessary documentation and assistance to auditors.
- Provides support in the implementation of accounting software and tools to enhance efficiency.
- Assists in training and onboarding new accounting staff, sharing knowledge of processes and procedures.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Two (2) years related experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations related to the fiscal management of government agencies, ensuring compliance in all accounting practices.
- Knowledge of financial forecasting and budgeting processes to support effective financial planning.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Frequent typing

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STAFF AUDITOR

GENERAL DESCRIPTION

Under the general direction of the Audit Manager, the Staff Auditor plays a crucial role in assisting the Authority in achieving its mission by delivering risk-based and objective assurance, advice, and insights. This position involves conducting professional assurance and consulting engagements, encompassing all planning phases, fieldwork, and reporting. The Staff Auditor is responsible for assisting in the development of audit objectives, programs, and the appropriate scope and procedures necessary to fulfill the annual audit plan. As a key member of the Internal Audit team, the Staff Auditor supports the collaboration with various departments and commercial entities to identify risks, provide valuable recommendations, and drive positive organizational change.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Executes assurance and consulting engagements, focusing on departmental processes, gross receipts from concessionaires, and expenditures of contractors and vendors.
- Obtains and reviews evidence to develop well-documented engagement conclusions supported by thorough analysis.
- Identifies and communicates issues raised during audits, offering relevant recommendations to mitigate risks and enhance business processes.
- Prepares engagement reports and analyses for completeness and compliance with objectives, professional auditing standards, and departmental procedures.
- Participates in external meetings and conferences, sharing insights and maintaining professional relationships on behalf of the Internal Audit department.
- Assists in the development and implementation of internal audit strategies and objectives.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, or related field.
- Completion of an internship related to Audit, Accounting, Finance, or related field.
- If not currently a Certified Internal Auditor, will be expected to become certified by the end of the second year of employment.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Experience with data analysis software.
- Experience in government audit or accounting.
- Completion of an internship related to Audit, Accounting, Finance, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Knowledge of federal, state, and local laws, ordinances, rules, and regulations pertaining to fiscal management of government agencies, especially those funded by federal grants.

- Ability to prepare and review engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures.
- Ability to proactively research business best practice concepts to apply as appropriate.
- Skill in handling competing priorities to meet deadlines and commitments.
- Intermediate to advanced skills in the Microsoft Office Suite.
- Ability to analyze and interpret accounting data, devising appropriate audit procedures and techniques.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SUSTAINABILITY & RESILIENCE PROGRAM DIRECTOR

GENERAL DESCRIPTION

Under the general direction of the Director of Planning, the Sustainability & Resilience Program Director is responsible for oversight, execution, monitoring, and reporting for the Authority's Sustainability and Resilience initiatives. This position fosters and facilitates a culture of sustainability and resilience throughout the Authority while serving as the lead representative for sustainability and resilience programs and initiatives. The Sustainability and Resilience Program Director will coordinate with project directors, develop and complete the Sustainable Design Criteria Manual (SDCM) checklists for each project, provide a range of cost estimates and cost-benefit data, work with designers and contractors, and monitor project implementation, execution and accountability.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Establishes and leads a team of Authority representatives (and interested tenants) to collaborate on sustainability and resilience issues.
- Oversees sustainability- and resilience-related projects and studies including but not limited to planning, design and construction projects.
- Coordinates with marketing and communications teams to prepare and execute communications programs to include collateral items, presentations, and special events related to sustainability and resilience programs and activities.
- Acts as a liaison for the Authority to gather ideas and sponsor events (such as TECO, Tampa Bay Regional Resiliency Coalition, Tampa Bay Clean Cities Coalition, etc.) to leverage and expand the Authority's cooperation with other local, state, and regional sustainability and resilience organizations and companies.
- Conducts benchmarking analysis and environmental and culture assessments to aid in program development.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Resilience:** Maintains performance and self-control under pressure or adversity. Views challenges as learning opportunities. Maintains confidence and clarity despite unforeseen circumstances.
- **Organizational Ownership:** Being accountable for the results of your actions. Effectively leading a team of collaborators. Proactively solving problems, improving processes without being asked, taking on challenging projects, and creating and implementing innovative solutions.
- **Decisiveness:** Thinking outside the box, taking appropriate risks when getting things done with available resources, and developing new ways to solve problems and achieve results.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Sustainability, Planning, Environmental Management, Engineering, or related field.
- Five (5) years experience in environmental engineering for an airport, or similar industry.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Sustainability, Planning Environmental Management, Engineering, or related field.
- Prior work experience with sustainability and resilience program(s).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport facilities development and operations.
- Knowledge of sustainability and resilience programs.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.

- Skill in analytical and critical thinking to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

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SYSTEMS AUTOMATION MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Automation Manager ensures the operation of the Authority's Baggage Handling Systems (BHS) and associated control systems. The Systems Automation Manager oversees the Airport Systems Automation Technicians (ASAT), manage vendor support contracts, and develops budgets to support machine-level controls and vendor services. Additionally, this position conducts quality assurance inspections, coordinates contractor performance, and oversees training programs for technical personnel.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Ensures that the BHS operates effectively, meets TSA certification requirements, and aligns with design specifications.
- Manages the performance and technology of the BHS and other airport equipment as needed.
- Administers Asset Performance Management (APM) contracts and oversee APM operations to ensure optimal functionality.
- Provides support to Senior Manager in their absence, maintaining operational continuity.
- Reviews and analyzes BHS performance metrics to identify areas for improvement.
- Coordinates with TSA and other regulatory agencies on performance and operational issues.
- Conducts inspections of all Authority facilities to verify contractor job performance and compliance with standards.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering or a related field.
- Four (4) years experience in maintenance of a large facility with high level controls and computer programming on automated conveyance equipment, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport TSA security regulations and compliance standards.
- Knowledge of accepted methods, practices, and procedures for the repair and maintenance of BHS and associated equipment.
- Knowledge of safety practices and principles related to the repair and maintenance of airport automated systems.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting.
- Frequent lifting up to 50 lbs or more.
- Frequent bending & stooping.
- Occasional pushing, pulling & dragging.
- Frequent reaching overhead.
- Occasional kneeling & crawling.
- Constant climbing.
- Constant typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals and insects.
- Navigate occasionally heights & confined areas.
- Constant use of car/light truck.
- Occasional use of heavy equipment & power tools.

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SYSTEMS AUTOMATION TECHNICIAN

GENERAL DESCRIPTION

Under the general direction of the Systems Automation Manager, the Systems Automation Technician provides analysis, design, development, testing, implementation, management, and repair of automated Programmable Logic Controller (PLC) and computer-controlled systems at the airport. This role involves troubleshooting and maintaining critical automated systems, including the automated baggage system, , and airplane passenger loading bridges (jet-ways). The technician will also conduct post-incident analyses, recommend preventive maintenance actions, and implement improvements to existing software and programming.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Analyzes, programs, designs, implements, operates, troubleshoots, and maintains critical automated airport systems.
- Programs, tests, edits, and troubleshoots proposed hardware and software changes to complex airport systems using PLC ladder logic.
- Justifies and documents proposed changes to certified systems for approval by the Department of Homeland Security and management before implementation.
- Conducts post-incident analysis of automated system issues to identify root causes and corrective actions.
- Provides recommendations for improved preventive maintenance actions to enhance system reliability.
- Implements improvements to existing software reporting and programming to optimize performance.
- Develops contingency plans to mitigate the impact of future occurrences of system issues.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering
- Five (5) years of experience in the operation and maintenance of mechanical, electrical and electronics equipment
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of software applications installation, operation, testing, and maintenance methods for PLCs, Human Machine Interface software, and data historian software such as RSLogix, RSView, and SQL Server.
- Knowledge of airport TSA security regulations and compliance standards.
- Knowledge of accepted methods, practices, and procedures for the repair and maintenance of BHS and associated equipment.
- Knowledge of safety practices and principles related to the repair and maintenance of airport automated systems.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
- Knowledge in the use of specialized test equipment and tools used to diagnose and repair computer-controlled airport operations support systems and equipment.
- Ability to read, review, and interpret technical reports, contracts, specifications, and plans.
- Ability to train users in computer concepts and applications, and to provide technical assistance to computer staff.
- Knowledge of the parts requirements and inter-changeability of parts between various pieces of equipment.
- Ability to work effectively with others.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting.
- Lifting up to 50 lbs or more.
- Frequent bending & stooping.
- Occasional pushing, pulling & dragging.
- Frequent reaching overhead.
- Occasional kneeling & crawling.
- Constant climbing.
- Occasional typing.
- Occasional exposure to extreme weather, noxious fumes, chemicals, and insects.
- Navigate occasionally heights & confined areas.
- Constant use of car/light truck.
- Occasional use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS BAGGAGE OPERATOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Supervisor, the Systems Baggage Operator maintains the efficiency of the airport baggage system by ensuring it is clear of blockages and functioning properly. This role involves clearing baggage jams according to safety protocols, performing accurate inspections for missing baggage, and resolving any issues within the baggage handling system.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Clears baggage jams in the airport baggage system while adhering to established safety protocols and procedures.
- Performs accurate inspections for missing baggage and resolve issues within the baggage handling system.
- Monitors and maintains the operational efficiency of the baggage system, ensuring it is free from blockages.
- Operates conveyor belts and other equipment for the movement of baggage and cargo.
- Drives golf carts on the ramp to transport baggage and equipment as needed.
- Cleans work sites upon completion of tasks to maintain a safe and organized environment.
- Assists electricians with the installation and repair of electrical wiring, fixtures, and related equipment.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Sitting up to 6 hours per day.
- Very frequent lifting up to 50 Ibs or more.
- Frequent bending, stooping.
- Pushing, pulling & dragging up to 6 hours per day.
- Occasional reaching overhead.

- Frequent kneeling, crawling & climbing.
- Occasional typing.
- Occasional exposure to extreme weather & chemicals.
- Frequent exposure to insects.
- Navigate frequently heights & confined areas.
- Occasional use of car/light truck & heavy equipment.
- Frequent use of power tools & golf cart.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS ENGINEER I

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems Engineering, the Systems Engineer I is responsible for installing and configuring systems, server hardware, and software, as well as maintaining and repairing various hardware and software issues. This position provides technical support for advanced server and system services that serve the Authority and work independently to resolve problems in areas such as servers, systems, storage, software, and peripherals. Additionally, the Systems Engineer I serves as an escalation point for issues that cannot be resolved by lower-tier support staff, ensuring effective problem resolution and operational efficiency.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides technical support for server hardware and software services for the Authority.
- Performs basic setup, installation, and configuration of operating systems, including both hardware and software components.
- Creates and manages user directories and files on server platforms to ensure organized and secure access.
- Monitors, diagnoses, and resolves common operating system problems to maintain system performance and reliability.
- Assists with troubleshooting, maintenance, and repair of operating systems and applications, ensuring minimal disruption to users.
- Assists with backup and recovery processes to protect organizational data and ensure business continuity.
- Assists in evaluating and recommending various software and hardware solutions to meet user needs and enhance operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.
- Two (2) years of information technology experience in basic to intermediate support of servers, systems, software, peripherals and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.
- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours per day
- Occasional lifting over 60 Ibs
- Frequent bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SYSTEMS ENGINEER II

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems Engineering, the Systems Engineer II leads the design, implementation, and optimization of complex systems, server hardware, and software solutions. This position provides high-level technical support for critical server and system services, proactively diagnosing and resolving advanced issues across the infrastructure. The Systems Engineer II also mentors lower-tier support staff and serves as a key escalation point for complex problems, ensuring timely and effective resolutions. Additionally, this role collaborates with cross-functional teams to establish best practices, driving operational efficiency and aligning system architecture with organizational objectives.

***This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations*.**

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides expert-level technical support for advanced server hardware and software services for the Authority, ensuring optimal performance and reliability.
- Oversees the setup, installation, and configuration of operating systems and associated hardware and software components, implementing best practices for system architecture.
- Designs and manages user directories and permissions on server platforms to ensure organized, secure access and compliance with organizational policies.
- Monitors, diagnoses, and resolves complex operating system issues, utilizing advanced troubleshooting techniques to maintain system performance and reliability.
- Leads efforts in troubleshooting, maintaining, and repairing operating systems and applications, minimizing disruption and ensuring seamless user experience.
- Directs backup and recovery processes to safeguard organizational data and ensure robust business continuity strategies are in place.
- Evaluates and recommends advanced software and hardware solutions to meet user needs and enhance operational efficiency, aligning technology initiatives with strategic objectives.
- Mentors and trains the systems team in installation, configuration, and maintenance best practices to enhance team skills and capabilities.

- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, or a related field.
- Three (3) years of information technology experience in advanced support of servers, systems, software, peripherals, and storage technology.
- CompTIA A+ Certification.
- CompTIA Network+ Certification, Advanced Microsoft Certified Professional.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of server virtualization technologies, and backup and restore technologies
- Knowledge of server clustering and high availability server environments.
- Knowledge of administration of Linux-based systems.
- Knowledge of vulnerability identification and remediation techniques and applications to maintain system security.

- Knowledge of datacenter configuration, and storage system technologies, including iSCSI, Fiber Channel, DAS, and NAS, to enhance data management capabilities.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing, walking & sitting up to 6 hours
- Occasional lifting over 60 Ibs
- Occasional bending, stooping, pushing, pulling, dragging, climbing, reaching over-head, kneeling & crawling
- Continuous typing
- Occasional use of car/light truck
- Occasional use of power tools

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

SYSTEMS MAINTENANCE MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Maintenance Manager ensures the performance of specialized automated airport equipment, including baggage handling systems, passenger boarding bridges, and ground power units. The Systems Maintenance Manager oversees the operation, maintenance, and repair of airport facilities and equipment. This position is critical for maintaining the reliability and efficiency of airport systems.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the activities of employees and monitors contractors engaged in the repair, installation, inspection, and maintenance of specialized airport equipment, including baggage handling systems, passenger boarding bridges, and ground power units.
- Establishes and implements preventive maintenance programs, procedures, and schedules to ensure the reliability and efficiency of all systems.
- Supervises an equipment safety inspection program, conducting periodic inspections to ensure compliance with safety standards.
- Administers the Qualified Maintenance Professional Certification program to enhance staff skills and knowledge.
- Reviews contract bids and inspect work performed by contractors to ensure adherence to specifications and contract integrity, addressing any inadequacies promptly.
- Develops and manages annual budgets for maintenance operations to ensure effective resource allocation.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Facilities Management, Industrial Management, or related field.
- Four (4) years experience in the maintenance of aviation facilities, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Facilities Management Professional Certificate (FMP) from the International Facility Management Association (IFMA) completed within 9 months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Lean Six Sigma

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Manager, the Systems Maintenance Supervisor oversees the daily maintenance activities of critical airport systems, including Baggage Handling Systems, Passenger Boarding Bridges, and Ground Power Units. This role involves developing and updating maintenance policies and procedures, monitoring compliance with safety standards, and ensuring operational efficiency. Additionally, the Systems Maintenance Supervisor will provide technical guidance and assist in the procurement of necessary equipment and materials to support maintenance operations.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinates work performance, conducts open and honest performance check-ins, appraisals, initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Supervises the daily maintenance activities for critical airport systems, assigning tasks and addressing equipment failures promptly.
- Oversees the work of technical trades and maintenance personnel engaged in constructing, repairing, and maintaining airport facilities and associated equipment.
- Assists with contingency operations to minimize disruptions and impacts on customer service during maintenance activities.
- Develops, analyzes, and updates maintenance policies and procedures to ensure a safe, efficient, and effective work environment.
- Plans job layouts, estimates materials, and determines equipment and tools needed, creating drawings or sketches for maintenance personnel to follow.

- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Facilities Management, Industrial Management, or related field.
- Four (4) years of progressive experience in facility maintenance, maintenance of airport equipment, or related field
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- QMP/Leader Certification - TPC Supervisor Training, Qualified Maintenance Personnel- QMP (Internal Program).
- Supervisory Leadership Training
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day.
- Continuous walking.
- Occasional sitting.
- Lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE TECHNICIAN I

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician I assists with the maintenance of specialized automated airport equipment, including baggage conveyors, passenger boarding bridges, and 400 Hz ground power units. This position responds to equipment issues and system alarms, perform advanced repairs on electrical and mechanical components, and maintain accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs preventive and predictive maintenance on automated equipment.
- Conducts inspections and maintenance on roll-up doors for security, fire protection, and lighting systems to ensure optimal performance.
- Assists with repairs, replacements, and setups of electrical and mechanical components, such as hydraulic systems, electric motors, and controls.
- Assists with troubleshooting electrical and mechanical issues, applying root cause analysis to determine and implement effective repairs.
- Assists with dismantling devices to access and remove defective parts using hoists, hand tools, and power tools as necessary.
- Assists with repairs and troubleshooting communication cables, including telecommunication lines, to maintain connectivity and functionality.
- Assists with the modification of equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- One (1) year verified work experience
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant Standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 lbs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE TECHNICIAN II

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician II performs maintenance of specialized automated airport equipment, including baggage conveyors, passenger boarding bridges, and 400 Hz ground power units. This position responds to equipment issues and system alarms, perform advanced repairs on electrical and mechanical components, and maintain accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs preventive and predictive maintenance on automated equipment.
- Conducts inspections and maintenance on roll-up doors for security, fire protection, and lighting systems to ensure optimal performance.
- Executes advanced repairs, replacements, and setups of electrical and mechanical components, such as hydraulic systems, electric motors, and controls.
- Troubleshoots electrical and mechanical issues, applying root cause analysis to determine and implement effective repairs.
- Dismantles devices to access and remove defective parts using hoists, hand tools, and power tools as necessary.
- Repairs and troubleshoots communication cables, including telecommunication lines, to maintain connectivity and functionality.
- Modifies equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience installing or maintaining automated equipment or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.
- Previous work experience in an airport environment.
- Previous experience working on conveyors and/or passenger boarding bridges an 400 hz ground power.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.

- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS MAINTENANCE TECHNICIAN III

GENERAL DESCRIPTION

Under the general direction of the Systems Maintenance Supervisor, the Systems Maintenance Technician III is an advanced technical role that provides preventive maintenance, troubleshooting, and repairs of essential equipment that supports operations, including passenger boarding bridges and baggage handling systems. This position involves mentoring junior technicians and trainees. Additionally, the technician responds to equipment issues, performs advanced repairs, and maintains accurate maintenance records using a Computerized Maintenance Management System (CMMS).

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Provides guidance and training to junior technicians and trainees, fostering skill development and operational excellence.
- Coordinates, dispatches, and assigns work tasks to ensure efficient completion of maintenance and repair activities.
- Leads the completion of projects and extensive repairs on passenger boarding bridges and baggage handling systems.
- Performs preventive and predictive maintenance on automated equipment, including baggage conveyors and 400 Hz ground power units.
- Executes advanced repairs, replacements, and setups of electrical and mechanical equipment components, including hydraulic systems and electric motors.
- Troubleshoots electrical and mechanical issues, conducting root cause analysis to implement effective repairs.
- Dismantles devices to access and remove defective parts using appropriate tools, hoists, and lifting devices.
- Repairs communication cables, including telecommunication lines, ensuring connectivity and functionality.

- Modifies equipment to enhance operational efficiency using techniques such as electrical current that creates heat to join the metals (ARC), Metal Inert Gas (MIG), plasma cutting, and oxy/acetylene fabrication.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Collaboration:** Able to bring people together to leverage their skills, talents, and knowledge to achieve a common purpose; Creates synergy, resulting in a combined effort with greater results than those achieved by individuals.
- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Goal Orientation:** Being persistent and showing perseverance in achieving concrete and tangible results out of personal responsibility; getting optimum results from situations; being ready to take action and showing tenacity in case of obstacles or resistance.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations

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REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years of experience in installing or maintaining automated equipment or a similar field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.
- Completion of the Quality Management Plan (QMP) Certification or equivalent Electro/Mechanical Certification is required.

PREFERRED QUALIFICATIONS

- Electro/Mechanical Certification.
- Previous work experience in an airport environment.

- Previous experience working on conveyors and/or passenger boarding bridges an 400 hz ground power.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as baggage handling systems, passenger boarding bridges, and ground power units.
- Knowledge of codes, rules, regulations, and requirements pertaining to maintenance operations and safety standards in an airport environment.
- Knowledge of occupational hazards and applicable safety regulations to ensure a safe working environment for all personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing.
- Continuous walking.
- Occasional sitting.
- Frequent lifting up to 50 Ibs or more.
- Very frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing.
- Constant typing.
- Frequent exposure to extreme weather, noxious fumes & chemicals.
- Navigate very frequently heights and confined areas.
- Very frequent exposure to excessive noise.
- Continuous use of car/light truck.
- Frequent use of heavy equipment & power tools.

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The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made on a case-by-case basis.

SYSTEMS OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Systems, the Systems Operations Manager ensures the efficient and effective operation of the Baggage Handling System (BHS). This position manages a team of technicians while coordinating with various stakeholders to facilitate the smooth flow of baggage throughout the facility. Additionally, the role involves monitoring system performance, troubleshooting issues, implementing improvements, and ensuring compliance with safety and security regulations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinate's work performance, conducts open and honest performance check-ins and appraisals, and initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance, maintains and accounts for equipment as instructed.
- Oversees the day-to-day operations of the BHS, ensuring its smooth and uninterrupted functioning.
- Monitors the performance of the BHS, including conveyor belts, sorting machines, scanners, and associated equipment to promptly identify and resolve issues.
- Coordinates with airlines and ground handlers to ensure timely and accurate delivery of baggage.
- Conducts regular safety training sessions for the BHS operations team, emphasizing safe work practices and the proper use of Personal Protective Equipment (PPE).
- Optimizes system efficiency and minimizes downtime by implementing preventive maintenance schedules and conducting regular inspections.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Engineering, Aviation Management, or related field.
- Four (4) years experience in the operation and maintenance of baggage handling systems, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Facilities Management Professional (FMP) Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.

- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 Ibs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes.
- Frequent exposure to insects.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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SYSTEMS OPERATIONS SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Systems Operations Manager, the Systems Operations Supervisor oversees the daily operation of the airports baggage handling system This position involves troubleshooting and diagnosing issues, making adjustments to baggage system configuration and ensuring all systems operate at peak efficiency to minimize service disruptions. The Supervisor plays a key role in overseeing major upgrades and overhauls of complex equipment while also participating in developing preventative and corrective maintenance procedures.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring.
- Reviews subordinate's work performance, conducts open and honest performance check-ins and appraisals, and initiates corrective action or discipline as necessary.
- Ensures subordinates meet authority standards in personal appearance and maintains and accounts for equipment as instructed.
- Responds to outages and system failures of shuttles, elevators, escalators, moving sidewalks, passenger loading bridges, and baggage conveyors, diagnosing and repairing issues promptly to minimize service disruption.
- Oversees and assists in the overhaul and major upgrades of elevators, escalators, shuttles, conveyors, and other critical airport operations support systems to maintain high serviceability standards.
- Inspects high-tech systems under overhaul or upgrade for compliance with established plans and specifications.
- Participates in the research and development of preventative and corrective maintenance procedures for existing and newly acquired systems to ensure serviceability and extend equipment lifecycle.

- Monitors conveyor line baggage flow and balance operations to optimize efficiency and effectiveness.
- Tracks and analyzes laser array statistics and other relevant performance metrics to maintain system integrity.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

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COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associates Degree in Engineering, Aviation Management, or related field.
- Four (4) years experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment, or related field.
- Two (2) years supervisory or lead experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines, to ensure effective operations and maintenance.
- Knowledge of safety regulations and standards applicable to baggage handling systems to maintain compliance and ensure safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking.
- Frequent sitting.
- Continuous lifting up to 50 lbs or more.
- Continuous bending, stooping, reaching overhead, kneeling, crawling & climbing.
- Frequent typing.
- Frequent exposure to extreme weather and insects.
- Occasional exposure to noxious fumes.
- Navigate continuously heights and confined areas.
- Continuous exposure to excessive noise.
- Frequent use of car/light truck.

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TERMINAL OPERATIONS DUTY MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Terminal Operations, the Terminal Operations Duty Manager is responsible for planning, coordinating work, supervising, leading projects, advancing initiatives, and regularly assessing all areas of Terminal Operations. This position coordinates and manages construction activities to minimize operational impact or disruption and participates in various phases of emergency management and irregular operations while interacting with airlines, federal agencies, business partners, and airport management.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Resolves operational issues involving airline passengers, airport guests, tenants, public safety, and security.
- Coordinates with airport tenants and stakeholders regarding impacts to operations. Works closely with multiple internal and external customers to develop plans of action and response to various issues, including, but not limited to, security, access control, construction, airside capacity and response, and rule enforcement.
- Oversees the inspection of airport facilities, apron areas, gate positions, terminal buildings, roadways, and ground transportation lots to ensure safe and efficient operation and any other areas as directed.
- Makes decisions necessary to maintain the continued safe operation of the airport; eliminates or mitigates operational delays or negative impacts to customers with a focus on safety and customer service.
- Works with tenants to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airport.
- Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Four (4) years of experience in airport terminal operations at a medium-to-large airport, or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE) within one year of hire.
- Obtain and maintain position appropriate NIMS & emergency management training.
- Obtain and maintain Ramp and Movement Area (MAT) driving privileges.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations, Business Administration, or a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of terminal operations, ground transportation services, and the intricacies of coordinating construction activities within an airport environment.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing up to 6 hours per day
- Continuous walking
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Frequent use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC OPERATIONS MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Traffic, the Traffic Operations Manager is responsible for overseeing scheduling and evaluating the performance of Traffic Supervisors and the Traffic Training Coordinator. This role includes managing the Curbside Management Program and the Traffic Operations Training Program, ensuring efficient day-to-day traffic operations at the terminal, remote curbsides, and Air Operations Area checkpoints. This position will provide strong leadership, promote positive employee relations, and work closely with the Senior Manager to meet operational needs and ensure adherence to safety protocols.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Provides strong leadership to Traffic Supervisors while promoting and maintaining positive employee relations.
- Identifies and develops effective leaders capable of engaging employees, building trust, and holding themselves and direct reports accountable for results.
- Creates, maintains, and revises the schedules for the Traffic Supervisors and Traffic Training Coordinator.
- Provides direction and oversight and is responsibility for the Authority Curbside Management Program operation (24-hour, seven-days a week operation).
- Meets daily with the Senior Manager of Traffic to provide updates on the Traffic Division's operations and future needs.
- Provides input to the Senior Manager of Traffic on the development and management of the division's budget, schedule and equipment.
- Receives and resolves customer inquiries.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Management, Business Administration, Public Administration, or related field.
- Four (4) years experience in traffic control or related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Ability to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and airport operations, including parking laws and regulations relevant to aviation environments.
- Knowledge of federal, state, and local laws and regulations pertaining to transportation and public safety, particularly those enforced by the Transportation Security Administration (TSA).
- Skill in supervising and mentoring staff, including providing training, performance evaluations, and professional development opportunities.
- Ability to assess and monitor changing traffic conditions, ensuring the safety and efficiency of vehicular and pedestrian flow within the airport.
- Ability to develop and implement operational plans and strategies that align with the objectives of the Police Traffic Division.
- Ability to handle operational and administrative problems effectively, proposing innovative solutions to improve traffic management processes.
- Knowledge of safety procedures and best practices, ensuring compliance with established standards to reduce accidents and enhance public safety.
- Skill in leadership, team-building, employee engagement, and consensus-building.
- Ability to effectively and simultaneously balance multiple high priority tasks.
- Ability to be results-driven, decisive and to execute plans that are operationally sound.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

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TRAFFIC SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Traffic Supervisor, the Traffic Specialist is responsible for managing a wide range of traffic-related duties at the airport. This role encompasses directing and controlling vehicular traffic on terminal curbside drives, enforcing parking regulations, and ensuring the safety and security of the Authority property, facilities, staff, and the general public. The Traffic Specialist maintains efficient traffic flow while providing excellent customer service to airport users.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Directs and controls vehicular traffic on airport terminal curbside drives and at checkpoint areas crossing taxiways to ensure safe and efficient traffic flow.
- Provides customer service and curbside assistance to airport users, offering information and guidance as needed to enhance the passenger experience.
- Performs security duties to protect airport property, facilities, personnel, and the general public, ensuring compliance with safety protocols.
- Enforces parking regulations by issuing citations as necessary, maintaining order and compliance within the airport's parking facilities.
- Monitors and assesses changing traffic conditions, making real-time decisions to optimize traffic flow and safety.
- Conducts inspections of traffic areas to identify safety hazards and ensure compliance with established standards.
- Assists with traffic control during special events or emergencies, collaborating with other departments to ensure effective coordination.
- Participates in training and development programs to enhance skills related to traffic management and public safety.
- Conducts regular inspections of traffic areas to ensure compliance with established safety standards and identify potential hazards.

- Engages in community outreach efforts to educate the public about traffic regulations and safety initiatives at the airport.
- Maintain accurate records of traffic incidents, citations issued, and other relevant data for reporting and analysis purposes.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- High School diploma or valid equivalent.
- One (1) year verified work experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Associate's degree in criminal justice, business administration, management, public administration or a related field.
- Previous experience in traffic control.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport traffic rules and regulations to ensure compliance and safety in managing vehicular movement within the airport.
- Knowledge of airport security protocols and procedures, enabling effective enforcement of safety measures and regulations.
- Skill in directing and controlling vehicular traffic to maintain safe and efficient flow on airport terminal curbside drives and taxiways.
- Ability to operate a tow truck and other airport vehicles safely and efficiently while performing traffic management duties.
- Ability to remain calm and composed under stressful conditions, effectively managing traffic situations and public interactions.
- Knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Skill in the use of Word, and Outlook.
- Ability to engage with the community through outreach efforts, educating the public on traffic regulations and promoting safety initiatives at the airport.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC SUPERVISOR

GENERAL DESCRIPTION

Under the general direction of the Traffic Operations Manager, the Traffic Supervisor is responsible for leading a team of non-sworn Traffic Specialists and Senior Traffic Specialists at the airport. This position focuses on providing public assistance and guidance while enforcing parking laws and ensuring the safety and control of vehicular and pedestrian traffic on airport arrival and departure drives, as well as other airport areas. The Traffic Supervisor enforces airport parking regulations and assisting with Transportation Security Administration (TSA) compliance requirements, while also mentoring and managing the performance of subordinate staff to achieve the objectives of the Police Traffic Division.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Plans, coordinates and supervises assigned functions and activities to help achieve Police Traffic Division objectives.
- Prepares daily and monthly work schedules, payroll, memorandums, correspondence, interoffice communications, etc.
- Verifies and approves timecards for assigned employees.
- Completes written reports and required forms in accordance with standard operating procedures and directives.
- Oversees traffic operations; observes personnel in the performance of their traffic management duties.
- Observes and assesses changing traffic conditions.
- Reassigns personnel to maintain efficient public access to the airport.
- Assists with traffic control duties.
- Recommends new systems and procedures to improve traffic operations.
- Resolves operational and administrative problems.
- Monitors the status of allocated funds and provide input to management concerning the annual budget process.

- Assists in the recruitment, interview process, and training of new personnel.
- Coordinates with other departments/agencies both internally and externally.
- Oversees the maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.
- Provides information and assistance to the public.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Providing Direction:** Motivating others and rallying people around a common vision, goal, or team outcome; inspiring commitment to contributing to the organization and achieving organizational outcomes; demonstrating flexibility in times of change and empathy; and reestablishing focus and order when appropriate.
- **Coaching:** Providing guidance and clear, candid, and constructive feedback that focuses on specific behaviors and outcomes to help an individual expand knowledge, skill, or ability to accomplish a task or fulfill their role, supporting career growth and development.
- **Emotional Intelligence:** The ability to understand and manage your own emotions and recognize and acknowledge the emotions of those around you.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High school diploma, GED, or equivalent
- Four (4) years of experience in related field.
- Two (2) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic management principles and airport operations, including parking laws and regulations relevant to aviation environments.
- Knowledge of federal, state, and local laws and regulations pertaining to transportation and public safety, particularly those enforced by the Transportation Security Administration (TSA).
- Skill in supervising and mentoring staff, including providing training, performance evaluations, and professional development opportunities.
- Ability to assess and monitor changing traffic conditions, ensuring the safety and efficiency of vehicular and pedestrian flow within the airport.
- Ability to develop and implement operational plans and strategies that align with the objectives of the Police Traffic Division.
- Ability to handle operational and administrative problems effectively, proposing innovative solutions to improve traffic management processes.
- Knowledge of safety procedures and best practices, ensuring compliance with established standards to reduce accidents and enhance public safety.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Very frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Very frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

TRAFFIC TRAINING COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Traffic Operations Manager, the Traffic Training Coordinator supports operations, public safety, and security activities at Tampa International Airport. This position is responsible for the development and facilitation of both classroom and hands-on training for all Traffic personnel, including newly hired traffic specialists. The coordinator will also oversee annual and remedial training requirements as mandated by the Florida Department of Law Enforcement (FDLE), ensuring that all training programs meet organizational standards and enhance the effectiveness of the Traffic Division's operations. Additionally, the Traffic Training Coordinator will evaluate employee performance, develop instructional materials, and maintain comprehensive training records to support continuous improvement and compliance within the department.

This position requires flexibility to work rotating shifts, including days, evenings, overnights, weekends, and holidays, to meet the demands of our 24/7 operations.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Evaluates employee performance, analyze, and identify opportunities for performance improvement and translates needs into lessons and remedial training modules.
- Develops, updates, and reviews reference guides and instructional materials associated with Traffic Training.
- Performs as a Lead Trainer for newly hired Traffic Specialists and conducts classroom and on-the-job training.
- Performs training related administrative tasks; develops and maintain databases of training records.
- Attends meetings, serves on committees, and makes presentations as needed.
- Performs administrative tasks, including answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Conducts monthly quality assurance reviews of traffic personnel performance and delivers analysis to supervision for follow-up coaching.
- Participates in the recruitment, review, interview, and selection process of traffic applicants.

- Maintains a comprehensive knowledge of training principles, procedures, and presentation techniques; research and assess new training techniques and programs; coordinate training resources and provide updates to web-based materials and printed guides when applicable.
- Demonstrates scheduling flexibility to accommodate training needs for all shifts.
- Maintains training records and reports.
- Testifies in court to provide an accurate account of information related to training records and emergency/non-emergency calls for assistance, as required.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School diploma or valid equivalent.
- Three (3) years experience as a Trainer.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's degree in business administration, organization development, public administration, management, or a closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of training principles, procedures, and presentation techniques, ensuring the effectiveness of instructional programs for Traffic personnel.
- Skill in developing and facilitating both classroom and hands-on training sessions, tailored to meet the needs of newly hired traffic specialists and existing staff.
- Knowledge of regulatory requirements established by the Florida Department of Law Enforcement regarding training standards for traffic personnel.
- Skill in utilizing MS Office programs (Outlook, Word, PowerPoint, Excel) to create training materials, maintain records, and perform administrative tasks efficiently.
- Ability to maintain comprehensive training records and databases, ensuring compliance and supporting continuous improvement within the Traffic Division.
- Knowledge of quality assurance practices, including conducting monthly reviews of personnel performance and delivering actionable analysis to management.
- Knowledge of emergency procedures and protocols, allowing for effective engagement in traffic duties during staffing shortages or emergencies.
- Skill in making presentations and representing the Traffic Training Program in meetings and committees, effectively communicating training goals and updates.
- Ability to demonstrate scheduling flexibility to accommodate training needs across all shifts, ensuring comprehensive coverage for training sessions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing & walking
- Frequently sitting
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination
- Occasional lifting up to 50 Ibs
- Frequent reaching overhead
- Occasional typing
- Continuous exposure to extreme weather
- Frequent exposure to extreme noise
- Occasional use of heavy equipment
- Occasional use of a car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF CAPITAL PROGRAMS

GENERAL DESCRIPTION

Under the general direction of the Chief Financial Officer, the Vice President of Capital Programs is responsible for coordinating the Capital Development Program, managing grant funding, and overseeing financial operations. Key responsibilities include developing both short- and long-term master schedules, tracking and forecasting project costs, maintaining records, assessing performance metrics, and driving process improvements. Collaboration with the Planning and Development Department is essential to ensure that the Authority's Capital Development Program remains on schedule and adheres to budgetary goals.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Directs and coordinates the development of the annual Capital Improvement Program; manages program budget.
- Manages the development committee process to ensure all departments provide necessary input to properly plan and track all capital projects.
- Ensures the Authority’s Strategic Business Plan is updated as necessary.
- Directs and coordinates the development of Project Management Plans and provides timely updates.
- Ensures the Capital Development Program Master Schedule is maintained and updated providing project scheduling and cash flow projections.
- Oversees the project closeout process, and records management.
- Provides necessary project cost data to Project Directors to ensure projects are within budget.
- Ensures proper reporting of Goals & Objectives and project performance measures.
- Provides management and oversight of external resources such as consultants and program management staffing.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long -term visions for the organization; Committing his/her area of the organization to meeting the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; Identifies cost effective approaches; Demonstrates broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Finance or related field.
- Ten (10) years experience in program management.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training and experience.
- Must possess a valid, Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Business, Engineering, or Management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Authority's strategic goals, ensuring their alignment with department projects.
- Ability to manage and mentor subordinate employees, fostering their professional development and ensuring adherence to performance standards.
- Knowledge of project management principles, including scope definition, budgeting, scheduling, and resource allocation, to ensure successful project implementation.
- Knowledge of financial planning and budget development processes, particularly for the Capital Improvement Program and related projects.
- Ability to provide accurate project cost data to Project Directors, ensuring financial adherence and budget compliance throughout project lifecycles.
- Skill in reporting on Goals & Objectives and project performance measures to assess and communicate the effectiveness of capital programs.
- Skill in process improvement methodologies, consistently seeking opportunities to enhance operational efficiency and project outcomes.
- Ability to maintain a high degree of coordination across departments, ensuring that project management plans are executed smoothly and effectively.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing up to 6 hours per day

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF CONCESSIONS & COMMERCIAL PARKING

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Concessions and Commercial Parking is responsible for managing revenue-producing leases and contracts related to non-aeronautical lines of business for the Authority. This role provides strategic leadership and oversees the planning, organization, and integration of all concession operations, including food and beverage, retail, advertising, sponsorships, on-airport and off-airport rental cars, as well as ground transportation services and all public parking. This position will develop and implement strategic plans aimed at enhancing revenue generation while evaluating and managing all lines of business. Additionally, the Vice President will monitor financial and customer service performance to ensure compliance with high standards, fostering strong relationships with internal and external stakeholders to drive operational success.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a strategic plan for non-aeronautical revenue development that aligns with the Authority's overall strategic goals and objectives, ensuring effective execution and tracking of progress.
- Oversees the management of the Airport’s public and employee parking, rental car, and ground transportation operations, including all associated revenues, contracts, programs, and products.
- Oversees all aspects of the Airport’s Concessions program including food and beverage, retail, advertising, sponsorships, vending, hotel and passenger services to meet revenue goals alongside exceptional service.
- Oversees the procurement and/or negotiation of all airport concession agreements in coordination with the Procurement and Legal departments to ensure compliance and effectiveness.
- Works closely with internal stakeholders on key projects, including the Master Plan, construction initiatives, and contract audits to align efforts and resources
- Oversee the development of revenue forecasts and budgets for the department, ensuring alignment with annual targets for concessions, parking, rental car, and ground transportation services.
- Develop and maintain ongoing revenue performance metrics for all revenue-generating assets, providing regular updates to executive staff and stakeholders.

- Establish and maintain strong working relationships with current and prospective business partners, fostering a collaborative culture with the Concessions and Commercial Parking Department.
- Collaborates with Executive Staff, Senior Staff, and other departments, tenants, and consultants to achieve Authority objectives and streamline operations.
- Directs the preparation and administration of the Concessions and Commercial Parking Department's operating budgets, ensuring financial accountability and strategic alignment.
- Markets business opportunities to identify and generate additional revenue sources for the Authority.
- Ensures that procurement processes are well-planned, with a focus on supporting Airport Concessions Disadvantaged Business Enterprises (ACDBEs) and Small Business Enterprises (SBEs).
- Reviews legislation and contract agreements to assess fiscal impact and ensure compliance with federal, state, and local regulations affecting commercial operations.
- Leads, motivates, and develops a team of personnel within the Airport Concessions and Commercial Parking Department, fostering professional growth and high performance.
- Conduct thorough analyses of business and financial plans for existing concessions to assess their short- and long-term viability, implementing necessary changes in collaboration with concessionaire partners.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Public or Business Administration, Management or related field.
- Ten (10) years experience in planning, developing, and implementing concessions programs including negotiating and administering concession contracts.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Public or Business Administration, Management or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and a thorough understanding of Concessions Programs.
- Knowledge of principles and processes for providing customer service, such as assessing customer needs, meeting quality standards for service, and evaluating customer satisfaction.
- Knowledge of the parking business environment including social, economic, political and technical trends and their impact on parking revenue.
- Skills in problem-solving, analytics, and developing valuable business insights.
- Ability to create, manage, forecast, and analyze budgets.
- Ability to analyze and interpret parking revenue, trends, products and applications used worldwide and identify new sales channels for Airport parking.
- Ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting

- Continuous typing

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VICE PRESIDENT OF FINANCE

GENERAL DESCRIPTION

Under the general direction of Chief Financial Officer, the Vice President of Finance is responsible for directing the financial activities of the Authority. This role includes the preparation of financial statements and coordinating related external audits, as well as calculating rates and charges for airlines. The Vice President also manages accounts payable and receivable, budgeting, payroll, and collections, while coordinating the issuance of debt. Additionally, this position involves managing the Authority's investment portfolio and inventory to ensure financial stability and compliance with organizational objectives. The Vice President of Finance plays a critical role in shaping the financial strategy and ensuring the organization's effective management of financial resources.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Coordinates with the Chief Executive Officer and other executives with various financial analyses to support strategic decision-making.
- Develops and implements financial policies and procedures to enhance operational efficiency and compliance.
- Oversees the issuance of debt, including refunding bond issues, construction bond issues, commercial paper, and other financing methods for capital improvements.
- Maximizes revenues and minimizes expenditures, implementing strategies to protect the financial strength and stability of the Authority.
- Directs the establishment and management of the Authority's banking relationships and investment portfolio to optimize financial performance.
- Interacts with the Authority's trustees regarding bond covenants and the administration of existing debt to ensure compliance and effective management.
- Ensures compliance with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and vendors providing goods or services to the Authority.
- Oversees the preparation of financial statements and reporting to provide transparency and accountability in financial practices.
- Manages accounts payable and receivable processes to ensure timely and accurate financial transactions.
- Oversees budgeting processes, ensuring alignment with organizational objectives and effective resource allocation.

- Directs payroll and collections activities to maintain accurate financial records and ensure timely payments.
- Monitors financial performance and provides regular updates to the executive team, highlighting key metrics and trends.
- Leads financial audits and coordinates with external auditors to ensure compliance and accuracy in financial reporting.
- Conducts risk assessments related to financial activities and implements strategies to mitigate identified risks.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, or related field.
- Ten (10) years experience in managing accounting or finance operations in aviation, public sector, or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Masters Degree in Accounting, Finance or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and Generally Accepted Accounting Principles (GAAP) to guide financial reporting and practices.
- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of budget development processes, including the ability to coordinate and manage annual and capital budgets effectively.
- Knowledge of banking and investment portfolio management.
- Knowledge of federal, state, and local procurement regulations to ensure compliance in the selection of contractors, concessionaires, and vendors.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Occasional walking & standing
- Frequent sitting up to 6 hours per day
- Frequent typing

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political

affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF GENERAL AVIATION

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of General Aviation is responsible for directing the operations, maintenance, business, and marketing initiatives across the Authority's operations at General Aviation airports, including Tampa International Airport (TPA). This role involves coordinating the activities of each Fixed Base Operator (FBO) and fostering strong relationships with tenants to ensure seamless operations and service delivery. The Vice President oversees the maintenance of airfields, buildings, equipment, and utilities at these airports while engaging with key stakeholders to drive development and innovation in the general aviation sector.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees and manages the Authority's General Aviation system of airports, ensuring operational efficiency and strategic alignment.
- Provides strategic direction for future growth opportunities within the general aviation industry, including insights into Advanced Air Mobility.
- Develops and implements business development goals, business plan objectives, and policies for general aviation operations.
- Prepares and analyzes statistical reports to track performance and inform decision-making processes.
- Collaborates with the Real Estate department to provide strategic input on leases and agreements for general aviation facilities, ensuring airport interests are upheld.
- Manages the department's budgets for personnel, operations, maintenance, equipment, and capital projects to ensure financial accountability.
- Collaborates with the Communications department to develop and implement marketing strategies for public and community outreach programs related to General Aviation.
- Makes presentations to government, civic, neighborhood, and other groups regarding general aviation issues, as directed by the Chief Operations Officer.
- Provides key insights and recommendations to the Planning and Development department regarding master planning and land use at General Aviation airports.

- Monitors industry trends and innovations to adapt strategies and enhance the Authority's competitive position in the general aviation market.
- Identifies and assesses risks associated with general aviation operations and develops mitigation strategies as needed.
- Engages with stakeholders to gather feedback and improve services and facilities at general aviation airports.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations Management, Business Administration, or related field.
- Ten (10) years experience in airport operations management and maintenance, or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Operations Management, Business Administration, or related field.
- Accreditation as a Certified Member (CM) by the American Association of Airport Executives (AAAE).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of aviation business processes and operational requirements specific to general aviation.
- Knowledge of FAA compliance requirements and FDOT rules and regulations affecting airport operations and maintenance.
- Knowledge of emergency management principles and practices, including the development and implementation of emergency response plans.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling
- Constant typing
- Occasional exposure to extreme weather, noxious fumes, chemicals, insects, and excessive noise
- Navigate occasionally heights and confined areas
- Very frequent car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF HUMAN RESOURCES AND ENTERPRISE RISK MANAGEMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Human Resources and Enterprise Risk Management is a senior executive leadership role responsible for overseeing strategic human capital programs and enterprise risk initiatives. This leader will guide a high-performing Human Resources team and a centralized Enterprise Risk Management function to ensure organizational alignment, accountability, and operational excellence.

The Vice President is accountable for the continued modernization of Human Resources systems and practices, overseeing workforce development, succession planning, labor relations, and employee engagement initiatives across the Authority. In addition, this role leads the Enterprise Risk Management function, including risk identification, insurance, and the integration of Authority-wide safety efforts to enhance risk visibility and mitigation strategies.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Lead and modernize HR programs across talent acquisition, employee relations, performance, benefits, total rewards, and training.
- Oversee workforce planning, succession development, and organizational design.
- Manage labor relations and collective bargaining agreements (currently one union representing police).
- Develop policies and programs that foster accountability, engagement, and compliance with employment laws.
- Partner with the Legal team on sensitive matters, including investigations, terminations, and litigation support.
- Optimize the Authority's HRIS platform (Oracle), partnering with IT to enhance system performance and employee self-service.
- Drive efficiency through process improvements and digital transformation of HR workflows and data reporting.
- Oversee the Enterprise Risk Management (ERM) function, including the identification, evaluation, and mitigation of organizational risks.
- Guide integration of Authority-wide safety programs under ERM, collaborating with operations on safety protocols, reporting, and compliance.

- Oversee Authority insurance coverage and claims, including property damage, liability, and workers' compensation.
- Promote a high-performance, inclusive culture built on total ownership and accountability.
- Lead by example with transparency, decisiveness, and strong cross-functional collaboration.
- Provide strategic counsel to executive leadership on talent and risk matters.
- Lead department personnel management, performance evaluations, and structural realignment as needed.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or related field.
- Ten (10) years experience in human resources, risk management, organizational leadership or related field.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Human Resources Management, Business Administration, or related field
- SPHR or SHRM-SCP – Certification.
- PHR or SHRM-CP – Certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of human resource administration, risk and administration.
- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements.
- Knowledge of labor relations principles, collective bargaining agreements, and negotiation processes.
- Knowledge of budgetary principles and experience in effectively overseeing budgets.
- Skills in leading teams, with a wide range of administrative functions, and providing strategic guidance.
- Skills in presentations to a diverse group of stakeholders.
- Skills with integrating a performance-based compensation system.
- Ability to deal with difficult situations with tact and professionalism while maintaining employee trust.
- Ability to think strategically in policy and program development aligned with organizational goals.
- Ability to provide leadership and direction that cultivates respect and influences positive behavior at all organizational levels.
- Ability to assess exposures and determine appropriate insurance coverage.
- Ability to think strategically with excellent judgment, fostering informed decision-making on challenging and complex issues.
- Ability to manage organizational change effectively and efficiently.
- Ability to communicate effectively orally and in writing at all levels of the organization.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking

- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional driving

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF INFORMATION TECHNOLOGY

GENERAL DESCRIPTION

Under the general direction of the Chief Financial Officer, the Vice President of Information Technology is responsible for overseeing all technology and telecommunication activities for the Authority. This role includes establishing departmental goals and procedures, directing the development and maintenance of the Authority's website, TampaAirport.com, and monitoring both individual and operational performance. The Vice President develops long-range plans and strategies, and capital budgets, and oversees all technology capital projects. Additionally, this position involves managing the acquisition, development, implementation, operation, and maintenance of all information technology and telecommunication systems, including computer hardware, software, and networks.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and implements a comprehensive technology plan to advance the Authority towards the forefront of airport technology.
- Ensures that the technology strategy aligns with mainstream, proven technology solutions, promoting continuous improvement within the organization.
- Directs the planning, budgeting, coordination, and execution of all Information Technology projects, ensuring alignment with organizational goals.
- Oversees the technology components of all non-information technology department-managed projects to ensure effective integration and implementation.
- Manages the planning, coordination, development, implementation, training, and maintenance of all Authority-developed software, including the information kiosks.
- Directs the operation and maintenance of all Authority networks and IT infrastructure throughout the airport, ensuring reliability and performance.
- Oversees the development and ongoing testing of the Authority's IT disaster recovery plan and intrusion detection program to ensure preparedness.
- Directs the provisioning of IT services to airport tenants, managing and growing the Shared Tenant Services program to provide telephony and other services.
- Oversees the administration of the Authority's cellular telephone equipment and service agreements, ensuring compliance and efficiency in operations.

- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgment:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration or Technology.
- Ten (10) years experience managing information technology operations in aviation, public sector, or related field.
- Five (5) years supervisory experience.
- Experience working with an Enterprise Resource Planning system.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration or Technology.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current and emerging information technology trends, strategies, and best practices relevant to the aviation industry.
- Knowledge of program, product, and project management (PM) methodologies, including Agile and waterfall approaches.
- Knowledge of project planning tools and software, demonstrating evidence of practical application in managing projects.
- Knowledge of software development lifecycles and methodologies, including Agile and Waterfall approaches, to guide application development efforts.
- Knowledge of regulatory compliance requirements affecting information technology, including data privacy laws and industry standards.
- Knowledge of cybersecurity principles and practices, ensuring the implementation of robust security measures to protect organizational data and systems.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & sitting up to 6 hours per day
- Frequent walking
- Occasional lifting up to 20 lbs
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF INTERNAL AUDIT

GENERAL DESCRIPTION

Under the general direction functionally to the Audit Committee and administratively to the Chief Executive Officer, this role directs the Internal Audit function for the Authority and leads the Internal Audit Team to complete a wide range of professional assurance and consulting engagements, strategic initiatives, and advisory services. The Vice President (VP) collaborates and communicates often with Senior Leadership and influences positive change within the Authority by being a trusted advisor. This position is responsible for completion of the annual risk assessment and annual audit plan. The VP ensures completion of required internal and external assessments and overall compliance with professional auditing standards.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Oversees the Internal Audit function, managing a team of auditors to ensure compliance with established auditing procedures and standards.
- Plans, develops, and implements the annual audit plan, determining audit focus and objectives that align with the organization's strategic goals.
- Maintains staffing to ensure audit resources are available to execute the audit plan and oversees outsourced and co-sourced audit activities.
- Communicates and interacts directly with Executive Management and the Audit Committee regarding departmental activities and results of engagements.
- Collaborates and coordinates with stakeholders to ensure adequacy and timeliness of corrective action resulting from audit recommendations.
- Investigates and documents allegations of misappropriation to determine wrongdoing, identify parties involved, quantify loss, provide recommendations for criminal or civil prosecution, and testify on the Authority's behalf at court proceedings. Or determine if outsourcing the investigation is warranted.
- Provides guidance on documentation techniques and data analysis methods to support audit findings and ensure quality audit documentation.
- Monitors the progress of audit assignments, ensuring that audits are conducted efficiently and within established timelines.
- Conducts periodic status meetings with audit staff to discuss project progress, challenges, and resource needs related to audit activities.

- Develops and maintains the departmental budget.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field.
- Ten (10) years of progressively responsible audit experience.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must have a minimum of one (1) of the following: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Information Systems Auditor (CISA).
- Must obtain a Certified Internal Auditor (CIA) certification within twelve (12) months of hire.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Master's Degree in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book) to ensure compliance with auditing practices.
- Advanced skill with Microsoft Office Suite.
- Knowledge of proper workpaper techniques such as referencing, indexing, etc.
- Ability to ensure results and conclusions are well-documented in accordance with professional standards and Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Knowledge of internal auditing principles, practices, and standards, particularly as they relate to financial and program operations within government entities.
- Knowledge of governmental accounting principles and public administration to ensure compliance with applicable regulations and best practices.
- Knowledge of local, state, and federal laws, ordinances, and regulations pertaining to fiscal management in government agencies, including those funded by federal grants.
- Skill in project management, enabling the effective planning, execution, and oversight of complex audit engagements.
- Skill in handling competing priorities to meet deadlines and commitments.
- Skill in leading and supervising audit teams, providing guidance, training, and performance evaluations to ensure high-quality outcomes.
- Skill in leading peer reviews and quality assurance activities.
- Ability to effectively present audit findings and recommendations to senior management and the Audit Committee.
- Ability to collaborate with various departments and stakeholders to address audit findings and implement necessary corrective actions.
- Ability to exercise sound judgment and discretion in evaluating audit findings, distinguishing critical issues from non-critical matters.
- Ability to perform audits of highly technical or complex areas, assessing the adequacy and effectiveness of management controls and compliance with policies and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Continuous standing, walking & sitting
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF MAINTENANCE

GENERAL DESCRIPTION

Under the general direction of the Chief Development Officer, the Vice President of Maintenance is responsible for ensuring the safe, efficient, and reliable operation of all airport-related facilities and systems. This role encompasses oversight of various maintenance functions, including mechanical, electrical, plumbing, and specialized systems such as baggage handling and HVAC, while managing both in-house personnel and outsourced contracts. Additionally, the Vice President will administer the tenant work permit program to ensure compliance with codes and standards, as well as oversee key control functions. As a key member of the senior management team, this position involves strategic planning, budget management, and the development of policies and procedures that support operational excellence and customer service.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

Strategic Vision Setting and Leadership:

- **Develop and communicate a clear strategic vision for the Maintenance Department that aligns with the airport's overall mission and long-term objectives. Ensure that this vision is understood and embraced by all staff members.**
- **Foster a culture of innovation and adaptability by promoting new ideas and practices that enhance operational efficiency and service delivery while responding proactively to industry trends and technological advancements.**

Cultural Development:

- **Lead efforts to establish and maintain a strong, inclusive, and equitable culture within the Maintenance Department. Promote a workplace environment that values diversity and encourages collaboration, respect, and open communication among team members.**
- **Implement programs and initiatives that enhance employee engagement, morale, and job satisfaction, ensuring that staff members feel valued and empowered to contribute to the department's success.**

Performance Management and Accountability:

- **Establish and communicate clear performance expectations and metrics for all direct reports. Regularly assess team performance against these standards and provide constructive feedback to drive continuous improvement.**
- **Develop and implement a comprehensive performance management framework that includes ongoing coaching, mentoring, and professional development opportunities to maximize individual and team effectiveness.**

Operational and Resource Oversight:

- **Oversee the efficient operation and maintenance of all equipment and systems within the department, ensuring that resources are utilized effectively and responsibly. Promote best practices and continuous improvement initiatives to enhance operational performance.**
- **Ensure that all necessary specialty maintenance service contracts are established and managed effectively, aligning with budgetary constraints and operational needs.**

Financial Stewardship:

- **Develop, manage, and strategically allocate the department's budget, ensuring financial accountability and transparency. Regularly review financial performance against budgetary goals, identifying opportunities for cost savings and resource optimization.**
- **Advocate for necessary funding and resources to support capital projects, equipment replacement, and facility upgrades that align with the airport's strategic priorities.**

Safety and Compliance Leadership:

- **Champion a culture of safety within the Maintenance Department by ensuring that all team members are trained in safety protocols and procedures. Promote proactive reporting of potential hazards and enforce compliance with all safety regulations and standards.**
- **Regularly assess safety performance and implement improvements to foster a safe working environment for all employees.**

Change Management and Innovation:

- **Encourage a mindset of change and innovation within the Maintenance Department by promoting diverse thinking and styles across all levels of staff. Actively seek input from team members on process improvements and operational enhancements.**
- **Identify and implement initiatives that drive operational excellence and enhance the overall performance and reputation of the Maintenance Department.**

Organizational Structure and Talent Development:

- **Ensure that a robust organizational structure is in place to support the department's mission and facilitate maximum opportunities for employee development and advancement.**
- **Identify and nurture high-potential talent through targeted development programs, succession planning, and career pathway initiatives, ensuring a strong pipeline of skilled professionals ready to meet future organizational needs.**

Regular and Reliable Attendance:

- **Maintain regular and reliable attendance as a fundamental requirement of the position, demonstrating commitment and accountability to the team and the organization.**

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Engineering, Aviation, Facilities Management, Business Administration or related field.
- Ten (10) years experience in managing maintenance operations at an airport, or in a comparable industry of similar size, with experience in mechanical design and construction oversight.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Engineering, Aviation, Facilities Management, Business Administration or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of maintenance practices procedures, and techniques related to airport facilities, equipment, and systems.
- Knowledge of budgeting principles and financial management, including budget development, monitoring, and allocation of resources.
- Knowledge of relevant regulations, standards, and codes governing airport maintenance operations, safety, and security.
- Knowledge of leadership principles, team management, organizational development, and performance management.
- Knowledge of project management methodologies, including planning, scheduling, budgeting, and resource allocation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, sitting & walking.
- Occasional lifting up to 50 Ibs or more.
- Frequent bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling & crawling.
- Occasional climbing.
- Constant typing.
- Frequent exposure to extreme weather.
- Occasional exposure to noxious fumes, chemicals, insects, and excessive noise.
- Navigate occasionally heights and confined areas.

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF MARKETING, COMMUNICATIONS AND STRATEGY

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Marketing, Communications, and Strategy is a key executive leader, partnering closely with the CEO to shape and execute high-impact Aviation Authority initiatives. This role combines strategic foresight with operational expertise to elevate Tampa International Airport's position as a globally recognized hub. By integrating corporate communications, marketing, and strategic planning, this position drives transformative initiatives that enhance the Authority's brand, reputation, and stakeholder engagement. As the Authority's chief storyteller and brand architect, this leader develops cohesive communication strategies that align with the Authority's business objectives and amplify HCAA's mission and vision across diverse audiences.

This position is responsible for providing direct oversight to Communication, Marketing and Brand Strategy staff and will work closely with other program leaders and staff in shaping and implementing strategic initiatives. This position continually develops and improves Authority approaches to advance the Authority's programs and initiatives.

This position aligns external stakeholders and directs 3rd party resources to leverage the Authority's visibility and brand to advance its policy and program initiatives. The position serves as a key member supporting the CEO and Executive Team and is responsible for the overall planning, budgeting, staffing, and evaluation of all communications, marketing and brand activities consistent with policies established by the CEO and the Board.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

Communications Oversight

- Oversee all corporate communications, including internal and external messaging, media relations, and crisis communications.
- Craft compelling storytelling to help articulate the Authority's vision, values, and performance to stakeholders, including employees, business partners, the community, and the public.
- Foster a culture of transparency and collaboration by developing effective internal communication strategies.

- Anticipate and manage potential risks, responding proactively to crises with clear and confident communication.

Marketing Excellence

- Develop and execute tailored brand narratives to strengthen airport awareness, customer engagement, and industry positioning.
- Analyze market data to inform decision-making and optimize marketing efforts.
- Oversee digital marketing, public relations, and advertising campaigns.

Executive Collaboration

- Act as a trusted advisor and partner to the CEO, providing insights and recommendations to support executive decision-making.
- Monitor industry trends, public sentiment, and emerging issues to inform strategic decisions.
- The Vice President of Communications, Marketing and Strategy serves as a key advisor and facilitator for the CEO and Executive Team, translating vision into action and fostering a culture of excellence and innovation across the organization.

Strategic Planning & Counsel

- Provide strategic counsel to the CEO and Executive Team in the development and execution of enterprise-wide plans. Monitor and analyze industry, regional, and local market trends to generate insights that inform strategic decision-making and keep the Airport ahead of emerging developments.

Communications & Marketing Leadership

- Oversee all aspects of the Airport's communications and marketing functions, including management of staff and budget, across external and internal communications, public relations, media relations, branding, advertising, and digital media. Ensure all campaigns and communication initiatives consistently promote the Airport's brand and convey key messages supporting the CEO and Executive Team's strategic initiatives and the Authority's mission with measurable results.

Passenger Experience Strategy

- Develop and champion strategies to enhance the passenger and guest experience, collaborating with operational and customer service teams to implement innovative solutions aligned with the CEO and Executive Team's vision for excellence. Drive initiatives aimed at improving customer satisfaction and service excellence.

Stakeholder Engagement, Consensus-Building, and Informed Consent

- Lead broad-based stakeholder engagement efforts to build consensus around the CEO and Executive Team's key initiatives. Work closely with internal stakeholders, airlines, tenants, industry partners, community leaders, and government agencies to align support and informed consent for major projects and ensure stakeholder needs are addressed in strategic plans.

Community & Business Outreach

- Spearhead strategic community engagement and outreach on behalf of the Airport. Identify high-impact community events, industry conferences, and civic forums for CEO and Executive Team participation to increase the Airport's visibility and influence. Cultivate strong relationships with business and civic organizations at local, regional, and state levels to promote the Airport's strategic initiatives and drive regional economic development.

Board and Executive Support

- Coordinate planning for Board of Directors workshops in conjunction with the General Counsel/Chief Legal Officer and the Executive Team. Develop workshop topics and strategically frame discussions to engage the Board on key issues and long-term strategy. Provide support in

preparing briefing materials and presentations for Board meetings, ensuring alignment with the CEO and Executive Team's strategic priorities and effectively communicating the Airport's vision.

Innovation Leadership

- Develop and lead the Airport's internal innovation lab program focused on agile innovation and strategic experimentation. Oversee a dedicated team piloting new ideas and technologies that improve internal processes, enhance customer experience, or generate new business opportunities. Foster a culture of creativity and continuous improvement, positioning the Airport as a leading-edge innovator in the aviation industry.

Cross-Departmental Collaboration

- Facilitate collaboration across all Airport departments to drive the execution of strategic initiatives, operating through influence rather than direct authority. Break down silos and encourage teamwork, ensuring departmental efforts align with enterprise priorities and that communications and marketing strategies integrate across the organization to maximize impact.

Executive Communications & Alignment

- Serve as a high-level advisor and coordinator for executive communications. Work with the CEO and Executive Team to align messaging on key organizational initiatives, ensuring internal and external communications strategically support these objectives. Provide targeted support to the CEO specifically for CEO-focused engagements such as speeches, public appearances, and individual leadership branding.
- Synthesize information and themes from multiple projects and initiatives into clear, actionable insights for the CEO and Executive Team. Prepare talking points, speeches, and presentation materials specifically for the CEO's meetings and events, ensuring consistent messaging aligned with Executive Team priorities, and help drive alignment among senior leadership around top priorities and directives.
- Support organizational change initiatives and ensure clear and consistent messaging throughout the organization.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long -term visions for the organization; Committing his/her area of the organization to meeting the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; Identifies cost effective approaches; Demonstrates broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's degree in Communication, Marketing or related field.
- Ten (10) years experience in corporate communications, public relations, journalism or related field of which at least five years in advising C-suite executives.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training and experience.
- Must possess a valid, Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's degree in Communication, Marketing or related field.
- Demonstrated success in a C-suite or senior executive role, preferably in a fast-paced solutions-oriented environment.
- Proven track record of managing high-profile communications and navigating complex messaging challenges to develop and execute enterprise-wide strategies.
- Bilingual language proficiency.

KNOWLEDGE, SKILLS, AND ABILITIES

KEY ATTRIBUTES:

- Executive Presence – has proven capacity to communicate with, and successfully reach, diverse target audiences. Leads the development and execution of exceptionally persuasive and clear verbal, graphic, and written communications. Outstanding interpersonal skills; demonstrates the highest level of credibility, judgment, honesty, and integrity.
- Results Orientation - identifies and implements initiatives that fulfill HCAA's Vision; embodies commitment to the organizational Mission and Guiding Principles; inspires mission alignment and trust. Solves problems with energy and a positive attitude.
- Collaboration and Influence – actively listens and processes complex information quickly. Persuades leaders both inside and outside of the organization with fact and elegance. Helps Potentially Affected Interests provide informed consent even when Authority initiatives may cause operational, financial or other significant challenges.
- Adaptability and Resilience - Manages and leads change with flexibility and grace.
- Effective Under Pressure - navigates complex situations with clear direction. Responds to evolving circumstances thoughtfully and in a timely manner, delivering high-quality communications while managing competing priorities and tight deadlines.

- Leads organizational response to all crisis communications.

LEADERSHIP DIMENSIONS:

- Verbal, Written and Technology-Based Actions – Seeks and listens for critical thoughts, ideas, and feelings, and technical information in an accurate and concise manner. Tailors delivery method and tone of communication to meet the needs and preferences of the other person and/or audience. Is adept at accessing and appropriately utilizing the Authority's communication, marketing and brand channels.
- Builds Effective Relationships – Establishes enduring and inclusive relationships within the Authority and with all key stakeholders. Commands the respect of employees, his/her peers, customers, and stakeholders. Manages beneficial partnerships in ways that take full advantage of internal and external synergies. Understands the impact of personal behavior on the perceptions of others. Places a high priority on the values of honesty, accountability and integrity.
- Gold Level Customer Service – Communicates a genuine willingness to work positively with all customers and visitors to the airport. Actively listens to their questions and/or concerns. Accurately identifies the service that will meet the customer's needs and wants. Proactively utilizes his/her comprehensive knowledge of the Authority's systems and services to explore options that go beyond the customer's immediate questions or concerns to create an expanded solution to the opportunity.
- Leadership and Engagement – Creates a positive environment and inspires others to buy into the Authority's mission and vision. Recognizes strategic possibilities and aligns the Authority's vision with those options. Clearly articulates the organization's direction by utilizing a variety of communication and marketing channels. Fosters a diverse culture where individual respect and enterprise-wide teamwork thrive. Passionately and convincingly articulates the steps and changes necessary to achieve the Authority's goals. Holds self and all employees accountable for achieving the performance goals.
- Leading and Managing Performance – Establishes clear direction and articulates the vision, priorities, and annual performance objectives. Communicates messages that motivate and inspire others to action. Fosters a work culture where mutual respect and enterprise-wide teamwork thrive. Builds ongoing learning into the Authority that enables the team to realize their full potential. Ensures that the team has accurate and timely feedback and the required resources to ensure successful performance.
- Professionalism- Delivering the Results – Demonstrates a commitment to personal excellence, ethical behavior, and integrity. Seeks out and acts on feedback. Addresses problems and makes appropriate decisions. Exhibits a personal commitment to overcoming obstacles. Demonstrates a commitment to continuous learning. Holds self-accountable for behavior and results.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting up to 6 hours per day
- Occasional lifting up to 20 lbs
- Frequent typing up to 6 hours per day

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affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF OPERATIONS

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Operations is responsible for overseeing the day-to-day activities and operations for the Authority, with a primary focus on ensuring safety, security, and customer service excellence for all airport users and guests. This position is pivotal to maintaining and enhancing the customer service experience, achieving all regulatory requirements, and leading the airport through planned and unplanned events and emergencies.
***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Assesses airport operations and identifies areas for continuous improvement.
- Develops, recommends, and implements approved enhancements to facilities to elevate customer service and passenger and airline accommodations.
- Enforces Operational Policies, Procedures, Rules, Regulations, and Operating Directives.
- Recommends and leads changes and additions to procedures to enhance safety, security, and efficiency.
- Creates, coordinates, and enforces operational procedures to ensure compliance with FAA and TSA regulations.
- Prepares and maintains the status of the Authority's Certification Manual and Emergency Response Plan.
- Ensures industry-leading compliance at all times.
- Serves as a liaison to Airline Station Managers and other tenants, understanding their needs and coordinating joint activities for successful outcomes.
- Leads, engages, and supports contracted aircraft rescue and firefighting services with the City of Tampa Fire Department.
- Develops and revises emergency plans in collaboration with external agencies and changes/enhancements to regulation and best practices.
- Acts quickly and decisively in emergencies and unusual situations.
- Leads efforts to ensure the constant readiness of all key stakeholders to emergency events/incidents at the Authority.
- Ensures communication with all partners during normal and abnormal events/incidents at the Authority.

- Acts on behalf of the Executive Vice President of Operations & Customer Service in their absence.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Airport Operations, Business Administration, or related field.
- Ten (10) years experience in higher level operations at a medium to large airport, or similar industry.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Airport Operations, Business Administration, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of emergency response procedures and ability to develop and implement emergency plans.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Continuous sitting
- Occasional lifting up to 50 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Continuous hearing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will

reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

VICE PRESIDENT OF PLANNING & DEVELOPMENT

GENERAL DESCRIPTION

Under the general direction of the Chief Development Officer, the Vice President of Planning & Development oversees all aspects of the Authority's airport facilities' planning, programming, design, and construction activities. This role advises the Chief Executive Officer on strategic plans for the airport's long-term growth. The position ensures consistency in implementation across all planning and development initiatives, coordinates inter-departmental efforts, and fosters strong customer relations. Additionally, the incumbent maintains regular communication with external consultants to safeguard the Authority's interests.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develop comprehensive forecasts for airport activity and facility requirements, utilizing data analytics and trend analysis to anticipate future needs and ensure sustainable growth.
- Strategically define and prioritize airport development projects, conducting thorough system planning to align with long-term goals while effectively managing budgets and resource allocations.
- Lead environmental assessments and special studies to evaluate the impact of proposed airport developments, ensuring that sustainability and compliance with regulatory standards are central to decision-making processes.
- Prepare, review, and enforce planning, architectural, engineering, and construction contracts, ensuring alignment with the Authority's long-term vision and adherence to quality standards and regulations.
- Implement robust project management practices to monitor development schedules, ensuring timely execution of plans while adapting to evolving operational and regulatory requirements.
- Facilitate coordination with tenants, external stakeholders, and community partners to align development plans with broader regional goals and stakeholder interests, fostering collaboration and support for projects.
- Provides strategic leadership and oversight to Authority staff and consultants in the execution of Master Plan updates, while driving initiatives in sustainability, resilience, and environmental stewardship to align with organizational goals and vision.
- Ensure that all planning, design, and construction activities are compliant with approved plans, specifications, and regulatory frameworks, mitigating risks and enhancing project viability.

- Effectively implement the Authority's Height Zoning Ordinance, ensuring that airport development aligns with safety standards and community planning objectives while accommodating future expansions.
- Strategically manage federal and state grant and loan assistance programs, leveraging funding opportunities to support innovative airport development initiatives that align with long-term objectives.
- Adheres to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

***This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary*.**

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee’s department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Architecture, Engineering, Construction Management, or related field.
- Ten (10) years experience at higher level responsibilities in the areas of major airport planning, design, and construction.
- Five (5) years of supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Architecture, Engineering, Construction Management, or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport planning principles, including forecasting activity, facility requirements, system planning, and master planning.
- Knowledge of federal and state regulations related to airport development, environmental impact assessments, and construction standards.
- Skill in project management methodologies, including budgeting, scheduling, monitoring, and risk management.
- Knowledge of contract administration, including preparation, review, and enforcement of planning, architectural, engineering, and construction contract documents.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Frequent sitting
- Constant typing
- Occasional use of car/light truck

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation,

membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF PROCUREMENT

GENERAL DESCRIPTION

Under the general direction of Chief Financial Officer, the Vice President of Procurement acts as the Chief Procurement Officer for the Authority and is responsible for all direct and indirect procurement and supply chain management, including inventory and warehousing. This position provides leadership, direction, and strategic vision in the development of the procurement process, assist with developmental specifications and scopes of work, select an appropriate method of procurement and contract type, negotiate contracts and assembly of contracts or agreements, and award recommendations for submittal to the Board of Directors.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Develops and executes the overall procurement strategy to align with organizational goals and objectives.
- Collaborates with internal stakeholders, including Finance, Operations, and Legal Affairs departments to align procurement activities with organizational needs.
- Prepares and presents procurement reports to senior management and stakeholders.
- Ensures compliance with all federal, state, and local procurement requirements in selecting contractors, concessionaires, consultants, and individuals providing goods or services to the Authority.
- Develops and implements purchasing and contract management instructions, policies, and procedures.
- Develops and manages the procurement budget, monitoring expenditures and ensuring adherence to financial goals.
- Resolves vendor or contractor grievances and claims against suppliers.
- Directs activities of personnel engaged in buying, selling, and distributing materials, equipment, equipment, and supplies.
- Represents the Authority at industry events and forums to enhance its visibility and network within the procurement community.

- Leads or provides guidance on initiatives aimed at continuous improvement in procurement practices and performance.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
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REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Business Administration, Finance, Construction, or related field.
- Five (5) years experience in purchasing, contracts management, and competitive procurement processes, of which at least seven (7) years in public (government) purchasing.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.

- Certified Public Purchasing Officer (CPPO).
- NIGP Certified Procurement Professional (NIGP-CPP).
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration, Finance, Construction, or related field.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Quality Public Procurement Department (QPPD), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation.
- Experience in utilizing automated procurement systems.
- Certified Professional in Supply Management (CPSM).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of purchasing, supply chain management, and procurement within a public agency.
- Knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices in public agencies.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to command respect and manage partnerships effectively, valuing honesty, accountability, and integrity.
- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing & walking
- Continuous sitting
- Continuous typing
- Occasional use of car/light truck
- Continuous use of a computer monitor

The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF PUBLIC SAFETY & SECURITY

GENERAL DESCRIPTION

Under the general direction of the Chief Operating Officer, the Vice President of Public Safety and Security serves as the chief law enforcement officer for the Authority, ensuring the safety and security of all individuals and property at Tampa International Airport. This role encompasses the enforcement of laws and regulations, as well as the overall leadership and administration of the Airport Public Safety and Security Department. The incumbent coordinates law enforcement and security activities with tenants, external agencies, and the Federal Transportation Security Administration (TSA) to maintain a secure environment. Additionally, they prepare and update the Master Airport Security Plan and remain informed on evolving federal and state regulations to ensure proper enforcement. As a key member of the Authority's leadership group, the Vice President actively engages with various stakeholders to promote effective safety and security measures throughout the airport.

***Requires availability for emergency call-in*.**

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Enforces Authority regulations, federal, state and local laws.
- Fulfills all requirements of a Law Enforcement Officer including Pursuit, apprehension, and arrest of law violators or suspected law violators to ensure public safety.
- Enforces traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; and investigates traffic accidents on Authority premises.
- Plans, coordinates, directs, and supervise the activities of Authority personnel engaged in Airport Operations Center, Security Administration, police and traffic programs to ensure that laws and regulations are enforced for the protection of people and property at the airport.
- Creates and maintains a strong sense of public service and customer relations to ensure that the public's needs for information, assistance, and counseling are met in a prompt and courteous manner.
- Implements and monitors the Federal Transportation Security Administration's procedures to ensure airport compliance with TSA requirements associated with law enforcement activities and to participate in the Joint Terrorism Task Force.
- Prepares annual budget for the Public Safety and Security Department.

- Reviews and updates Public Safety and Security Department policies and procedures to ensure that they remain current.
- Prepares and preserves evidence in accordance with directives to maintain chain of custody.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Participates in regular training and professional development to stay current with law enforcement practices and safety protocols.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.
- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Law Enforcement, Criminal Justice, Public Administration or related field.
- Ten (10) years of experience in management and administrative level of law enforcement.
- Five (5) years supervisory experience.
- Or equivalent combination of education, training, and experience.
- Certification of completion of law enforcement training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission (CJSTC) as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of crime detection, criminal investigation, accident investigation, and court procedures relevant to law enforcement operations.
- Knowledge of civil and criminal laws, as well as Authority rules and regulations, ensuring compliance and effective enforcement.
- Knowledge of traffic accident control measures and investigation techniques to effectively manage traffic-related incidents at the airport.
- Skill in using and caring for firearms and other law enforcement equipment, ensuring safe and effective operation during duty.
- Ability to make sound decisions quickly in emergency or hazardous situations, ensuring public safety and effective law enforcement.
- Ability to enforce laws and regulations courteously, tactfully, and firmly, maintaining professionalism at all times.
- Ability to follow established procedures and pay close attention to detail, ensuring accuracy in reports and compliance with operational protocols.
- Ability to use a computer and related software.
- Knowledge of court procedures.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to work effectively with others, fostering collaboration and teamwork within the Safety & Security Division and with external partners.
- Ability to handle interactions with antagonistic individuals or the public under adverse conditions, maintaining composure and professionalism.
- Ability to safely operate a motor vehicle while performing traffic management duties in compliance with Authority regulations.
- Ability to communicate effectively orally and in writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism

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PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting

- Frequent typing
- Occasional lifting & carrying
- Occasional repetitive motions
- Frequent talking & hearing
- Frequent eye, hand & foot coordination

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VICE PRESIDENT OF REAL ESTATE

GENERAL DESCRIPTION

Under the general direction of the Chief Commercial Officer, the Vice President of Real Estate is responsible for developing and executing a strategic vision for the leadership, management, and development of the Authority's real estate portfolio, and oversees all passenger and cargo, airline-related leases, contracts and agreements. The Vice President of Real Estate builds and proactively maintains the Authority's relationships with key external partners, including airlines, aeronautical lessees, and commercial tenants. This position oversees the administration and maintenance of the Authority's comprehensive real estate database and works closely with the Authority's Finance and Legal Affairs departments to ensure appropriate billing and contract compliance for airline and associated leases and agreements. This position also assists in the preparation of airline revenue forecasts for incorporation into annual budgets and amendments.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Serves as the primary liaison and relationship manager for all airlines' corporate Airport Affairs departments, ensuring long-term airline partnerships that foster growth.
- Develops and executes the Authority's real estate strategy including land acquisition and disposition, commercial development, property management, and asset activation, with focus on optimizing revenue generation and long-term revenue stabilization.
- Leads cross-functional teams to plan, negotiate, and execute complex real estate transactions, public-private partnerships, and infrastructure projects aligned with strategic Authority objectives
- Actively engages in the development and implementation of the Authority's Capital Development Program through active engagement in the design, review, and development process.
- Oversees coordination of the contracts and processes involved in introducing new entrant air carriers into the Authority's market, including identifying appropriate gates and other facilities; and coordinating with the airlines and internal and external stakeholders to ensure that startup operations are organized, well-managed and efficient.
- Manages compliance by airport tenants in accordance with their leases and agreements, and routine monitoring of tenant operations to ensure quality and level of service, and for the timely and accurate updates to the department's lease management and billing system.
- Accountable for the well-being and support of their direct reports, providing individual training for their job responsibilities and offering mentorship.

- Evaluates the work performance of direct reports; engages in transparent performance check-ins and appraisals and takes necessary corrective action or disciplinary measures when required.
- Ensures that direct reports comply with authority standards regarding personal appearance, fostering a professional work environment.
- Oversees the maintenance and accountability of all direct reports' equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Strategic Execution:** Identifying plans and processes required to implement long-term visions for the organization; Committing his/her area of the organization to meet the goals of the vision.
- **Organizational Agility:** Monitoring the shifting business, market, and customer landscape; Making adjustments and changes to plans and priorities based on shifting trends in the market on the business.
- **Financial Acumen:** Maintains and applies a broad understanding of financial management principles to ensure decisions are fiscally sound and responsible; identifies cost-effective approaches; and demonstrates a broad understanding of financial management principles to direct organizational actions.
- **Sound Judgement:** The ability to make sound and timely decisions by analyzing and understanding situations and information clearly by carefully examining the details. Exhibits a sense of urgency where appropriate.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Business or Public Administration, Contracts/Property Management, or related field.
- Ten (10) years experience in airport/airline and real estate contracts and property management which must include work performed at a medium or large hub airport or with an airline in its properties division.
- Five (5) years supervisory experience.
- Or an equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Master's Degree in Business or Public Administration, Contracts/Property Management, or related field

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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of airport property management principles, including land acquisition, commercial development, and property management strategies to optimize revenue generation.
- Knowledge real estate contracts and agreements, ensuring compliance with federal, state, and local regulations while mitigating risks.
- Knowledge of financial forecasting and budgeting processes, particularly in relation to airline revenue, to contribute to the Authority's annual budgets and amendments.
- Knowledge of regulatory compliance requirements for airport operations and real estate agreements.
- Ability to lead, motivate, and manage multidisciplinary teams to achieve project objectives within budget and schedule constraints.
- Ability to provide strategic leadership and direction to multidisciplinary teams involved in airport planning and development projects.
- Analytical and critical thinking skills to identify issues, develop solutions, and make informed decisions under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Continuous typing

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

VISUAL COMMUNICATIONS DESIGNER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Visual Communications Designer is responsible for creating visually compelling designs that meet needs while aligning with the Authority's brand standards. This role requires a deep understanding of the design process, from conceptualization to execution, across a variety of projects such as websites, advertising materials, posters, exhibitions, and corporate communications. The designer blends creativity with technical expertise and maintains a professional approach to project management, ensuring high-quality outcomes that enhance the Authority's visibility and effectiveness in community engagement.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Works with internal and external stakeholders to create new and original print, web, and multimedia designs based on client specifications, and needs.
- Advises the Authority on strategies to reach a particular audience.
- Creates and maintains files for all creative assets and resources, such as software, art materials, and special fonts, as required for record keeping and referencing.
- Assists in the management of production for all pieces from conception to completion.
- Produces and manages print-ready files for use in production as required, including correct file formatting, trim and bleed marks, etc.
- Serves as a reserve photographer and supports videography efforts.
- Supports social media efforts and campaigns with images and/or video.
- Seeks out new products and maintains cutting-edge industry knowledge.
- Assists with other functions of the Marketing & Communications team as needed.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.

- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Associate's Degree in Graphic Design, Communications, or related field.
- Three (3) years experience in an in-house creative department or design firm.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of brand management principles and practices, ensuring effective development and maintenance of the Authority's brand identity across various platforms.
- Knowledge of design software and tools, including Adobe Creative Suite, to oversee the production of high-quality visual communications and marketing materials.
- Knowledge of the print and digital graphic production process.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional lifting up to 25 Ibs
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing

- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

Volunteer Ambassadors and Community Support Manager

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Guest Experience, the Volunteer Ambassadors and Community Support Manager have direct oversight and management of the Airports Volunteer Ambassador Program, and serves as the liaison to Travelers Aid, the USO, Crisis Center of Tampa Bay, and the Airport Chaplains. This role is responsible for recruiting, training, supervising, and scheduling over 200 Volunteer Ambassadors who staff the airport's various information kiosks. Additionally, this role is responsible for building strong partnerships and maintaining positive relationships with multiple local community organizations and the local Visitor and Convention Bureau partners to bring unique opportunities to the airport, which enhance our guests' overall experience.

Requires availability for emergency call-in.

SUPERVISES OTHERS: YES

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Manages and develops work standards and guidelines for the Volunteer Ambassador Program
- Clarifies and resolves day-to-day issues regarding organizational procedures, practices, programs, and projects
- Manages a dedicated budget line, ensuring strong accountability of the Aviation Authorities' finances
- Represents Guest Experience at meetings, functions, and events within the Authority
- Serves as a liaison and initial point of contact for other airport volunteer groups, Traveler's Aid, Airport Chaplains, and the USO
- Thinks critically and strategically to set long-term goals and develop action plans to keep the volunteer program at the forefront of the aviation industry
- Accountable for the well-being and support of airport volunteers, providing individual training for their job responsibilities and offering mentorship and guidance
- Proactively engages with community non-profits and travel bureaus to bring unique experiences to the airport and to promote the Tampa Bay area to our guests
- Acts with empathy, cultural diversity and fosters inclusivity within the organization and community.
- Ensures airport volunteer staff comply with authority standards regarding personal appearance, fostering a professional work environment.

- Oversee the maintenance and accountability of volunteer staff's equipment, ensuring adherence to established guidelines and promoting operational efficiency.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Decision Making:** Apply logic and practical thinking to decision making; Gather necessary input to take action based on one's best thinking given the time available; draw correct and reasonable conclusions based on data and information.
- **Developing Others:** Displays a genuine intent to foster the long-term learning or development of others through coaching, managing performance, and mentoring.
- **Delegating:** Giving authority and power to individuals to make decisions and take actions related to their role.
- **Initiative:** The ability to proactively identify opportunities or problems, take appropriate action without being prompted, and work independently to achieve goals, improve outcomes, or contribute new ideas.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Airport Management, or related field.
- Five (5) years' experience in a non-profit, social service, guest relations, or related field.
- Three (3) years leadership or supervisory experience.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations governing airport operations.
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of federal, state, and local rules and regulations pertaining to airport operations and security.
- Knowledge of best practices in customer service, enhancing passenger experience and operational efficiency at the airport.

- Ability to establish clear direction, motivate teams, and foster a work culture focused on ongoing learning and performance goals.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Frequent standing, walking & sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging & reaching overhead
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.

WEB DEVELOPMENT ADMINISTRATOR

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Brand Strategy and User Experience, the Web Development Administrator oversees the Authority's website(s) and digital properties. This role involves diverse responsibilities, including web design/development, site/content maintenance, user support, and updates to ensure alignment with the Authority's goals and objectives. This position is responsible for contributing to creating an engaging and informative online experience.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Maintains a cohesive visual identity and web design across the organization's digital landscape.
- Collaborates with leaders to understand functionality and content needs, implementing effective solutions.
- Conducts content creation, editing, and proofreading, issuing final approvals as per established workflows.
- Configures, manages, and maintains websites and digital properties, including building pages and user interfaces.
- Translates design concepts into functional website designs.
- Applies techniques for optimizing website performance.
- Conducts ongoing website inventory analysis to ensure content remains current.
- Collaborates with internal IT teams and external vendors to address user issues, monitor site security, resolve technical issues, and implement upgrades.
- Compiles and presents reports and metrics related to web site usage.
- Serves as subject matter expert and point of contact for website questions and comments.
- Maintains and enforces Website Governance procedures.
- Create training documents and media for Authority-wide Web Administrators Group. Ensures compliance with online ADA accessibility standards and implements necessary improvements.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
- **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
- **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others**.**

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Computer Science, Information Technology, or related field.
- Six (6) years experience in responsive and adaptive design, along with a comprehensive understanding of the entire front-end web development process, including design, development, and deployment of web sites.
- Or an equivalent combination of education, training and experience.
- Must possess a valid Florida Driver License.

PREFERRED QUALIFICATIONS

- Certified Professional Webmaster.
- Web Design Professional Certification.
- Certifications and/or coursework in digital media, web design, and/or computer programming.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of custom web content management systems, applications, and tools.
- Knowledge of website management, analytics, and design.
- Knowledge of HTML5/XHTML, CSS, and other web content programming languages.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.

- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Occasional standing & walking
- Sitting up to 6 hours per day
- Occasional bending, stooping, pushing, pulling & dragging
- Continuous typing
- Occasional use of car/light truck

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The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case

WILDLIFE PROGRAM MANAGER

GENERAL DESCRIPTION

Under the general direction of the Senior Manager of Airfield Operations and Compliance, the Wildlife Program Manager is responsible for implementing and managing Wildlife Hazard Management Programs for the Authority. This position handles wildlife transports them when necessary and provides training on wildlife management techniques and regulations to Authority personnel. The Wildlife Programs Manager is an integral part of the Airport Operations team, overseeing the day-to-day implementation of wildlife management programs across multiple airport facilities.

Requires availability for emergency call-in.

SUPERVISES OTHERS: NO

FLSA STATUS: EXEMPT

ESSENTIAL FUNCTIONS

- Conducts or oversees Federal Aviation Administration (FAA) compliant Wildlife Hazard Assessments, Wildlife Hazard Site Visits, and continual wildlife.
- Develops and updates Wildlife Hazard Management Plans, ensuring compliance with relevant federal and state wildlife regulations.
- Maintains all necessary permits and completes required reporting for wildlife control activities.
- Coordinates and collaborates with internal departments, external agencies, and airport tenants to align wildlife program initiatives and ensure effective wildlife management.
- Conducts wildlife surveys, harassment, and control measures, including trapping, relocation, and, when necessary, lethal removal.
- Delivers training sessions to airport personnel on wildlife management techniques, regulations, and best practices.
- Performs daily airfield wildlife inspections, documenting findings and taking necessary actions to mitigate wildlife hazards.
- Coordinates the mitigation or elimination of hazardous wildlife habitats on airport property and surrounding areas.
- Deploys and monitors wildlife containment or dispersal equipment, ensuring proper maintenance and functionality.
- Disperses wildlife hazards using approved methods such as vehicles, pyrotechnics, or other appropriate techniques.

- Investigates and collects data on aircraft wildlife strikes, contributing to understanding wildlife-related risks.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Accountability:** Taking responsibility for one's actions and decisions; Admitting mistakes and learning from them; Assuming responsibility for dealing with problems, crises, or issues.
- **Influence Others:** Influences others to be excited and committed to furthering the organization's objectives; Ability to gain other's support for ideas, proposals, and solutions.
- **Critical thinking:** Able to analyze a situation from different points of view; consider current and future impacts of decisions; objectively evaluate an issue to form a decision.
- **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes the lead and positively influences others.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- Bachelor's Degree in Biology, Environmental Science, or related field.
- Three (3) years of progressive experience implementing wildlife control programs, wildlife hazard assessments, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal Aviation Regulations (FAR) Part 139, FAA Advisory Circulars, FAA CertAlerts, and State of Florida Regulations related to Wildlife Management.
- Knowledge of wildlife hazard management principles and practices applicable to airport environments.
- Knowledge of wildlife and natural resource rules and regulations on a local, state, and federal level, including the National Environmental Policy Act (NEPA).
- Ability to trap, haze, depredate, and euthanize wildlife as approved by permit or regulation.

- Ability to use firearms in accordance with the Authority's Wildlife Hazard Management Plan.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Standing & walking up to 6 hours per day
- Frequent sitting
- Occasional lifting up to 50 lbs
- Occasional bending, stooping, pushing, pulling, dragging, reaching overhead, kneeling, crawling & climbing
- Continuous typing
- Very frequent exposure to extreme weather
- Frequent exposure to excessive noise
- Very frequent use of car/light truck
- Frequent use of firearms

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WORK CONTROL COORDINATOR

GENERAL DESCRIPTION

Under the general direction of the Business Office Manager (Maintenance), the Work Control Coordinator supports the work control process and manages database functions within the Maintenance department. The Work Control Coordinator performs various complex administrative and clerical duties, including composing reports related to work orders and preventive maintenance history, scheduling meetings, and managing confidential records. Additionally, the coordinator provides training to users of the work control program and ensures the accuracy and timeliness of work control processes while assisting with departmental activities and communications.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Performs database management functions for work order software applications to ensure accurate and efficient tracking of maintenance activities.
- Composes detailed reports, including work order history, preventive maintenance (PM) history, trade summaries, and employee project hours for managerial approval.
- Schedules, coordinates, and prepares materials for meetings, appointments, and conferences for the divisional manager or senior divisional manager.
- Researches and responds to requests for information and assistance, determining priority status and referring inquiries as necessary.
- Provides training to users of the work control program, ensuring they understand the system's functionalities and best practices.
- Monitors and tracks the progress of work orders to ensure timely completion and adherence to maintenance standards.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Job Knowledge:** Has adequate knowledge of the fundamentals of the job.
- **Work Quality:** Adequate completion of work that is neat and accurate; rarely needs correction.
- **Customer Focus:** Give high priority to customer satisfaction and customer service; Anticipate member/business needs and act accordingly.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Two (2) years experience in an administrative or clerical role.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of database management principles and practices.
- Knowledge of maintenance department procedures, policies, and rules to ensure compliance and operational effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant Standing, walking & sitting.
- Occasionally lifting up to 60 Ibs or more.
- Frequent bending, stooping & reaching overhead.
- Occasional pushing, pulling, dragging, kneeling & crawling.
- Occasional climbing.
- Occasional exposure to extreme weather.
- Occasional use of car/ light truck.

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WORK CONTROL SYSTEM SPECIALIST

GENERAL DESCRIPTION

Under the general direction of the Business Office Manager (Maintenance), the Work Control System Specialist provides administrative and technical support to the Authority's Maintenance department, focusing on the work control system. The Work Control System Specialist performs complex administrative and clerical duties, including composing detailed reports related to work orders, preventive maintenance history, and employee project hours. Additionally, the specialist maintains the departmental dashboard , designing and implementing business process workflows, and leading testing activities for system upgrades.

SUPERVISES OTHERS: NO

FLSA STATUS: NON-EXEMPT

ESSENTIAL FUNCTIONS

- Maintains the departmental dashboard for monthly, quarterly, and annual performance measures reports for leadership.
- Composes detailed reports related to work orders, preventive maintenance history, trade summaries, and employee project hours for managerial approval.
- Provides guidance and training to users of the work control program, ensuring accuracy and timeliness in work control processes.
- Maintains user manuals and stay current with Work Order System training, facilitating training sessions for Maintenance department staff.
- Designs and documents workflows and business process models for operational efficiency.
- Leads the team in planning and executing testing activities for system upgrades and enhancements, collaborating with analysts and designers.
- Adhere to all safety protocols and regulations while performing tasks to ensure a safe working environment, including proper use of personal protective equipment (PPE) and reporting potential hazards.
- Regular and reliable attendance is required as an essential function of the position.

This list is not intended to be all inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

COMPETENCIES

- **Adaptability:** Maintaining effectiveness in reaching set goals by adapting to changed circumstances, tasks, responsibilities, and people; adjusting one's own behavior in light of changing conditions.
- **Communication:** Shaping communication to the needs of the audience; conveying ideas and opinions clearly to others; listening attentively to others; using appropriate grammar and vocabulary.
- **Task Management:** Listens and checks before acting; tries to understand the people and data before making a judgment; follows established processes.
- **Dependability:** Being trustworthy, punctual, and reliable, consistently fulfilling commitments and responsibilities, and being counted on to deliver quality work on time, demonstrating a consistent and predictable performance level across tasks and situations.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS)

- High School Diploma or equivalent.
- Three (3) years experience in an administrative role to include maintenance management system software, or related field.
- Or equivalent combination of education, training, and experience.
- Must possess a valid Florida Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of database management principles and practices.
- Knowledge of maintenance department procedures, policies, and rules to ensure compliance and operational effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

PHYSICAL ABILITIES

- Constant standing, walking & sitting.
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- Occasional exposure to extreme weather.
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