

Supervisor, Airport Ground Transportation

The Port Authority of NY/NJ

Job ID: 26319

Location: 4 World Trade Center, NY, NY

Full-Time/Permanent

About The Port Authority:

Founded in 1921, the Port Authority of New York and New Jersey builds, operates, and maintains many of the most important transportation and trade infrastructure assets in the country. The agency's network of aviation, ground, rail, and seaport facilities is among the busiest in the country, supports more than 550,000 regional jobs, and generates more than \$23 billion in annual wages and \$80 billion in annual economic activity. The Port Authority also owns and manages the 16-acre World Trade Center site, where the 1,776-foot-tall One World Trade Center is now the tallest skyscraper in the Western Hemisphere.

Responsibilities:

Reporting to the Manager, Airport Access Programs, the selected candidate(s) will oversee the development and execution of a consistent program for a number of Airport Access contracts and initiatives at JFK, LGA, EWR, and SWF airports. Responsibilities can include, but are not limited to:

- Manage centralized Taxi Dispatch contract and liaise with NYC TLC and City of Newark/Elizabeth Taxi Commissions
- Manage Shared-Ride, HOV Motor Coach (Coach USA / New York City Airporter) and for-hire programs and permits, including updating of permittee databases and billing of permittees
- Investigate, track and respond to complaints regarding airport ground transportation services
- Supervise 1-800- AIRRIDE Program
- Coordinate with MTA/NJ Transit on regional airport access issues
- Review external and internal policy, planning and technical documents for other Aviation and PA units and provide input
- Preparing and coordinating contract documents (RFPs, bids) and authorization documents for new contracts/permits
- Oversee on-airport bus procurement and provide technical support to airports
- Assisting with devising and implementing department-wide initiatives and improvements in the development and operation of airport access
- Other responsibilities at the discretion of the Manager

Qualifications:

Candidates must present the following qualifications to be considered eligible for this position:

- Bachelors Degree in Public Administration, Business Management, Planning, Economics or related field from an accredited college or university
- A minimum of two (2) years of progressively responsible experience in project management, airport operations, planning, business development or other related fields

Desired:

Ideal candidates will present the following profile:

- Strong project management skills, including the ability to manage multiple projects and groups of contract staff simultaneously
- Strong organizational skills, including the ability to prioritize multiple assignments with competing deadlines
- Demonstrated ability to analyze data and recommend business decisions based on those analyses
- Demonstrated knowledge of and experience with Port Authority budget, authorization, and contract administration processes
- The ability to work well with central office and facility staff at all levels of the agency to achieve specific goals
- Creative problem solving skills
- Excellent written and oral communication skills
- Demonstrated ability to work independently and within a team to build relationships and interact with business partners
- Familiarity with airport landside operations, particularly pertaining to ground transportation
- Ability to travel to Aviation facilities on a routine basis

Compensation & Benefits:

The Port Authority of New York and New Jersey offers a competitive salary, an outstanding benefits package and a professional environment that supports development and recognizes achievement.

Apply On-Line:

www.panynj.gov/careers

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