



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 365.2

Job Title: **AIRPORT PROPERTIES REPRESENTATIVE**

Pay Grade: 23

GENERAL SUMMARY:

Under general direction, performs professional work involving property management leases and agreements related to airport concessions, land, terminals, buildings, properties and services.

RESPONSIBILITIES:

- Coordinates and implements a leasing program for terminal space, retail concessions, airport land and buildings, cargo warehouses, and other airport facilities and services.
- Researches and prepares reports, financial analysis and documents to support agreements, leases and contracts.
- Maintains records on leases, permits, special agreements, insurance documents, cash flow and credit documents, drawings and specifications, and change orders.
- Inspects airport properties to ensure quality maintenance and compliance with leases, agreements, policies and practices of the Houston Airport System.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business or Public Administration, Marketing, Retail Management or a closely related field.

EXPERIENCE:

Three years of experience in property management, commercial or industrial property leasing or airport/airline contract administration are required.

A Master's degree may be substituted for two years of the experience requirement.

COMPLEXITY:

Work is somewhat complex and varied, and may require the interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Airport Properties Assistant
- Airport Properties Representative
- Senior Airport Properties Representative
- Airport Business Development Coordinator

Effective Date: October 1990

Revised Date: July 2000