CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 365.0

Job Title: **AIRPORT BUSINESS DEVELOPMENT COORDINATOR**

Pay Grade: 28

GENERAL SUMMARY:

Develops and implements new strategies to expand commercial development opportunities within the Houston Airport System and in airport consumer services (i.e., food and beverage, retail, ground transportation, advertising and other passenger related services). Performs and coordinates a variety of complex real estate activities related to acquisition, leasing, rental and development of airport concessions, lands, hangars and buildings.

RESPONSIBILITIES:

- Develops and manages concession programs, including marketing research activities, product surveys, feasibility studies and market testing. Prepares Request for Proposals (RFPs) and bids. Negotiates contract terms and conditions.
- Negotiates and coordinates leases and agreements for airport property and facilities. Develops and prepares financial analysis to support basis for airline rates and charges.
- Coordinates and participates in the preparation of property management materials to be presented to City Council.
- Develops tenant relations policy that ensures a favorable working relationship with tenants and lessees and includes a mechanism for the disposition of tenant complaints.
- Participates in planning, directing and coordinating airport tenant renovations and modernization projects.
- Performs research and financial analysis to ensure the maximum economic utilization of airport lands and facilities.
- Evaluates airline operations and ensures compliance with the contracts, leases and airport merchandising practices and policies.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Business or Public Administration, Marketing, Retail Management or a field related to the type of work being performed.

EXPERIENCE:
Requires six years of experience in commercial/industrial property leasing or acquisition, property management or mall management, with two of the years as a senior level position in airport property, retail food and beverage, concession or advertising management.

SPECIFICATIONS: (continued)

EXPERIENCE: (continued)
A Master's degree in a field related to the type of work being performed may be substituted for two years of the experience requirement.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Although not a supervisory classification, occasionally a few positions may require supervisory responsibilities.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

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 involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

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: July 2000
Revised Date: January 2026