



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 365.1

Job Title: **AIRPORT PROPERTIES ASSISTANT**

Pay Grade: 20

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Coordinates routine activities related to a leasing program for terminal space, retail concessions, airport land and buildings, cargo warehouses, and other airport facilities and services.
- Prepares financial analysis reports to assist in the review of the economic utilization of airport agreements.
- Maintains records on leases, permits, special agreements, insurance documents, cash flow and credit documents, drawings and specifications, and change orders. Keeps an inventory of real property transactions and the current status of leases and permits.
- Inspects airport properties to ensure quality maintenance and compliance with leases, agreements, policies and practices of the Houston Airport System.
- Replies to inquiries from the general public and interested parties with regard to the leasing and rental of airport properties. Handles open records requests regarding aviation property issues.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

One year of experience in property management, mall management, commercial or industrial property leasing or airport/airline contract administration is required.

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

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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: July 2000