



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 365.3

Job Title: **SENIOR AIRPORT PROPERTIES REPRESENTATIVE**

Pay Grade: 26

GENERAL SUMMARY:

Performs complex work and analysis related to developing and leasing airport properties, facilities and services. Administers complex leases and agreements related to airport land and buildings, retail concessions, cargo warehouses, and other airport facilities and services.

RESPONSIBILITIES:

- Executes airport property management programs to ensure maximum service and generation of revenue. Reviews and evaluates requests for retail concession space, including economic feasibility. Prepares reports and financial analysis for management review.
- Drafts preliminary leases, permits and other agreements, coordinating with the Legal Department on the preparation of terms and conditions. Consults with tenants regarding contracts and agreements. Reviews drafts for form and content.
- Supervises the maintenance of records related to leasehold details, permits, special agreements, insurance documents, credit documents, drawings and specifications, and change orders.
- Maintains inventories of property transactions and current status of leases and permits.
- Monitors tenants for lease compliance and airport merchandising/pricing practices and policies. Researches contract compliance issues as needed.
- May train new employees on agreements, procedures, policies and practices.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Five years of experience in property management, mall management, commercial/industrial property leasing or financing activities involving mergers or acquisitions are required.

A Master's degree 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 significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

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 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 involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that 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: October 1990

Revised Date: July 2000