

SENIOR AIRPORT PROPERTIES REPRESENTATIVE--AIRLINES
PN# 06611
Houston Airport System
Properties Section

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

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, cargo warehouses, and other airport facilities and services used by airline tenants. Executes airport property management programs to ensure maximum service and generation of revenue. Reviews and evaluates requests for airline 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 compliance with airport policies. Researches contract compliance issues as needed. May train new employees on agreements, procedures, policies and practices.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business or Public Administration, Marketing, Retail Management or a closely related field. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM EXPERIENCE REQUIREMENTS

Five years of experience in property management, airline 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.

PREFERENCES

Strong computer skills in MS Office Word and Excel. Ability to exercise sound judgment and diplomacy in negotiation with current and prospective airline tenants.

SALARY RANGE

\$42,510.00 - \$65,728.00 Annually

TO APPLY

VISIT OUR WEBSITE AT: www.fly2houston.com (apply for PN# 06611)

OR FORWARD A RESUME TO: william.strawbridge@cityofhouston.net