



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 927.9

Job Title: **AIRPORT PARKING DEVELOPMENT ADMINISTRATOR**

Pay Grade: 28

GENERAL SUMMARY:

Administers Houston Airport Systems (HAS) parking facilities and contracts through effective leadership, development of relationships with parking operators, delivery of Five-Star customer service, and budget management.

RESPONSIBILITIES:

- Manages multiple HAS parking facilities and contracts of various sizes.
- Plans, manages, and reviews major design and construction contracts for HAS parking.
- Ensures all HAS parking locations comply with operating procedures, appearance, cleanliness, and contractual requirements. Identifies existing and potential operational problems and make recommendations for improvement.
- Reviews technology needs in collaboration with parking operators for operating cost savings and/or improved revenue control.
- Ensures parking operators and facilities comply with all safety and Americans with Disabilities Act guidelines.
- Reviews and updates airport parking standard operating procedures and manuals as needed.
- Tracks and reviews responses to emergency situations regarding airport parking. Provides a prompt response to emergency situations during scheduled "off duty hours".
- Interfaces with business units and outside agencies to discuss HAS parking programs and projects.
- Responds to parking complaints or inquiries from citizens, City officials or outside agencies; represents the department at conferences and meetings.
- Serves as liaison between City personnel, contractors, and consultants regarding HAS parking.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Public Administration, Business Administration, or a field closely related to airport operations/parking or facilities management.

EXPERIENCE:

Six years of professional experience in parking management, airport operations, facilities management, contract compliance or a closely related field.

SUBSTITUTION:

Directly related professional parking or facilities management experience may be substituted for the education requirement on a year-for-year basis.

LICENSE:

Requires a valid Class C Texas Drivers' license and compliance with the City of Houston's policy of driving (Administrative Procedure 2-2).

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. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:**Direct Supervision:**

Although not a supervisory classification, occasionally a few positions may require supervisor responsibilities.

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 some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with periods of walking on rough surfaces and for extended periods of up to 6 hours.

WORK ENVIRONMENT:

There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

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 Parking Development Administrator

Effective Date: November 2024