



City of Houston

SENIOR STAFF ANALYST - (REAL ESTATE CONTROLLER)

SALARY	\$3,220.00 - \$4,431.69 Biweekly \$83,720.00 - \$115,223.94 Annually	LOCATION	16930 John F. Kennedy Blvd.
JOB TYPE	Full Time	JOB NUMBER	37476
DEPARTMENT	Houston Airport System	OPENING DATE	10/30/2024
CLOSING DATE	11/6/2024 11:59 PM Central		

POSITION OVERVIEW



Applications accepted from: All Persons Interested

Division/Section: Commercial Development / Airline Affairs and Real Estate (AARE)

Workdays & Hours*:- Friday 8:00 am – 5:00 pm, Occasional Weekend/Holidays (Subject to change). This position is eligible to participate in hybrid telework under rules set by the director of Houston Airport System.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Houston Airport System's mission is to connect the people, business, cultures and economies of the world to Houston. Working directly toward the organization's goal, the Airline Affairs & Real Estate team is responsible for providing airport facilities for lease to airlines and other tenants within the terminal complex and the surrounding premises for both aeronautical and non-aeronautical operations to generate revenue for future airport development, as well as to acquire or dispose of land to fulfill our airport master plans.

PURPOSE OF THE POSITION

The **Senior Staff Analyst – Real Estate Controller** provides comprehensive analytical and contract administrative support to the Airline Affairs & Real Estate Director and the entire business unit. This role is responsible for managing the business unit's budget, interpreting agreements for annotation, and ensuring full compliance with all contractual obligations. Key responsibilities include entering all lease data into the database management software system and creating detailed reports and dashboards to monitor revenue performance. The position also involves hyperlinking all relevant documents—such as rent requirements, performance security, certificates of insurance, and certificates of

occupancy—to each lease file for efficient reference. Additionally, the analyst verifies, tracks, and enforces tenant capital expenditures, monitors lease expirations, and collaborates with managers to negotiate renewal or replacement agreements. The role also includes preparing the fiscal year revenue budget, tracking the Real Estate Services general ledger account balance, managing airline rates and charges through annual billing allocations and mid-year reconciliations, tracking the appraisal budget, and overseeing payment processes. Furthermore, the Senior Staff Analyst is responsible for managing contract files, maintaining accurate E-Documentation, and ensuring proper archiving of all records.

“Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required.”

The (Classification) duties will include but are not limited to:

The Senior Staff Analyst duties will include but are not limited to:

- Investigates and makes recommendations for addressing issues of medium to high complexity and/or sensitivity.
- Assigned management responsibilities on a limited basis for certain functions, units or programs. May also function as a lead.
- Compiles data, produces information and interprets results through conclusion or recommendation formulation. Develops reports, special documents or publications as assigned.
- Completes special projects as assigned, working on a wide variety of financial, administrative, professional, management and community issues and problems of medium to high complexity.
- Represents supervisor at meetings and functions to gather information and to articulate supervisor's opinions and recommendations.
- Handles highly confidential information.
- Prepares, edits and revises department policy and procedure manuals. Responds to correspondence, request for information, etc. as assigned by supervisor.
- Participates in the development of management and administrative policies, procedures and master plans with both short- and long-term objectives. Analyzes and reviews management practices and procedures and develops recommendations for improvement.
- Negotiates solutions for problems of medium to high complexity as assigned by supervisor.
- Interprets administrative policies and oversees communication with department personnel regarding these policies.
- Participates in evaluation and design of workflow, process, various operations system, etc.
- Develops technological solutions and system for continuous improvement programs and other appropriate applications.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. Requires the ability to make simple gross motor responses within large tolerances. The ability to lift up to 30 pounds with occasional periods of walking on rough surfaces.

MINIMUM REQUIREMENTS

EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

Graduate degrees related to the type of work to be performed may substitute for the experience requirement on a year-to-year basis.

EXPERIENCE REQUIREMENTS

Five years of professional administrative, financial or analytical experience related to the type of work being performed

are required.

Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.

LICENSE REQUIREMENTS

No license required.

PREFERENCES

Preference will be given to applicants with the following skills:

- Work experience with contract management, records management, E-Documentation and archiving are highly preferred. Knowledge of Prop Works is a plus.
- Analytical Skills: Able to investigate a problem, research possible solutions and present to senior management recommendations for solving the problem.
- Annual budget preparation experience in the database used by HAS strongly preferred.
- Growth of Knowledge Base: Continuous learning of lease rights and responsibilities to provide assistance to business unit for future funding requests or to make recommendations related to responsibilities in future lease agreement negotiations

PREFERENCES

*****Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6. *****

GENERAL INFORMATION

SELECTION/SKILLS TESTS REQUIRE

The selection process will involve application review and/or interview. Department may administer skills assessment test.

SAFETY IMPACT POSITION

YES - If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Pay Grade - 28

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period. **Applications must be submitted online at: www.houstontx.gov.**

To view your detailed application status, please log-in to your online profile by visiting:
<http://agency.governmentjobs.com/houston/default.cfm> or call 281-233-1842.

If you need special services or accommodations, call 281-233-1842. (TTY 7-1-1)

If you need login assistance or technical support call 855-524-5627.

Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Applicants are encouraged to attach a cover letter and resume along with their completed application when applying.

For further information pertaining to the Houston Airport System, please visit: https://www.youtube.com/watch?v=EDWLV_sJFoM.

EEO Equal Employment Opportunity

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

Employer

City of Houston

Address

901 Bagby St

Houston, Texas, 77002

Website

<https://www.houstontx.gov/>

SENIOR STAFF ANALYST - (REAL ESTATE CONTROLLER) Supplemental Questionnaire

***QUESTION 1**

Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?

☐ Yes

☐ No

***QUESTION 2**

Are you a Houston Airport System employee?

☐ Yes

☐ No

***QUESTION 3**

What is the highest level of education you have completed?

☐ High School

☐ Associates

☐ Bachelors

☐ Masters

***QUESTION 4**

How many verifiable years of professional administrative, financial, or analytical experience related to the type of work being requested do you possess?

- ☐ Less than 3 years
- ☐ 3 to less than 5 years
- ☐ 5 to less than 7 years
- ☐ 7 to less than 9 years
- ☐ 9 or more years
- ☐ No experience

***QUESTION 5**

Work Setting Experience – Please select all areas with which you have verifiable work history.

- ☐ Office Management
- ☐ Records Management
- ☐ Business Development
- ☐ Contract Management
- ☐ None of the above

***QUESTION 6**

Have you interpreted or managed compliance with leases of airport real estate?

- ☐ Yes
- ☐ No

***QUESTION 7**

Do you have experience in preparing and managing an operations or revenue budget?

- ☐ Yes
- ☐ No

***QUESTION 8**

Please describe your level of experience with Contracts Management and/or Records Management. What tools do you utilize most frequently? (See resume is not acceptable, if no experience please interest N/A).

* Required Question