



City of Houston

Airport Business Development Coordinator - Ground Transportation Manager

SALARY	\$4,494.32 - \$4,914.83 Biweekly \$116,852.32 - \$127,785.58 Annually	LOCATION	16930 John F. Kennedy Blvd.
JOB TYPE	Full Time	JOB NUMBER	37502
DEPARTMENT	Houston Airport System	OPENING DATE	11/03/2025
CLOSING DATE	11/10/2025 11:59 PM Central		

POSITION OVERVIEW



Applications will be accepted from: ALL PERSONS INTERESTED

Division/ Section: Commercial Development/Parking Management

Workdays & Hours: Monday - Friday 8:00 am – 5:00 pm, Occasional Weekend/Holidays (Subject to change)

PURPOSE OF DIVISION

Houston Airport System's mission is to connect the people, business, cultures, and economies of the world to Houston. Working directly towards the organization's goal, Parking and Ground Transportation is responsible for providing first-class parking and ground transportation services to travelers that will drive growth in revenues for Houston Airport System and enhance the customer experience.

PURPOSE OF THE POSITION

The purpose of the Airport Business Development Coordinator is to direct the management, coordination, implementation, administration and operations of commercial curbs, and rental car facilities and activities to ensure maximum service and generation of revenues. 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. Maintains inventories of property transactions and current status of leases and permits.

Develops strategies to be implemented in coordination with Airport Operations to manage ground transportation services. Drive strategy and solutions to better manage the various modes of Ground Transportation with a seamless process that alleviates curbside congestion to enhance the customer experience and increase revenues. Commercial Ground Transportation accounts for \$105,000,000 annually and it is important for HAS to have a person that can

provide the oversight to maximize revenues, the customer experience and efficient operations. **“Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required.”**

The responsibilities of Airport Business Development Coordinator-(Ground Transportation Manager) include, but are not limited to:

- Manages a staff of two to three persons, counsels, and evaluates staff performance.
- Assists in the design and implementation of special systems, plans and projects.
- Establishes policies, procedures, guidelines, and project schedules.
- Research, reviews, and evaluates new data, reports, products, and other information.
- Acts as liaison to other business units, departments, and private sector.
- Reviews, evaluates, selects, and implements hardware and software products.
- Develops and interprets codes, ordinances, and specifications.
- Drafts and reviews proposed contracts, leases, correspondence, letters of agreement and amendments, and coordinates with City Legal
- Maintains inventories of property transactions and current status of leases and permits.
- Manages and negotiates procurement terms and conditions with potential vendors and concessionaires.
- Provides technical advice, consultation, and support to business units and departments.
- Monitors the budget and expenditures.

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.

MINIMUM REQUIREMENTS

KNOWLEDGE

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

EXPERIENCE

Requires six years of experience in commercial/industrial property leasing or acquisition, property management or mall management, with two of the years as a senior level position in airport property, retail food and beverage, concession or advertising management.

A Master's degree in a field related to the type of work being performed may be substituted for two years of the experience requirement.

PREFERENCES

Preference shall be given to candidates that possess:

- Five (5) years of relevant experience with a national ground transportation company in an executive level role.
- Experience negotiating agreements within the transportation industry, specifically rental car companies and/or transportation network companies.
- Property management, commercial/industrial property leasing.
- Experience managing a portfolio of agreements.
- Experience negotiating agreements with multiple parties preferred.
- Strong business acumen and analytical skills.
- A passion for transportation as might be demonstrated by a career devoted to transportation, with increasing levels of responsibility.
- An entrepreneurial and business outlook as might be demonstrated by involvement in the launch of a new product or facility.
- An understanding of Ground Transportation Rules and Regulations and the ability to interpret and apply at hearings involving ground transportation providers.

- An understanding of ground transportation and the customers' needs.
- An understanding with all aspects of management, including strategic planning, personnel development, marketing, and project management.
- Ability to communicate effectively and establish and maintain cooperative relationships with airport partners, City and HAS officials and the general public.

*****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 REQUIRED

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 - 29

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 login assistance or technical support call 855-524-5627. If you need special services or accommodations, call (281-233-1842). (TTY 7-1-1)

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.

EOE Equal Opportunity Employer

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/>

Airport Business Development Coordinator - Ground Transportation Manager 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 obtained?

- ☐ High School Diploma/GED
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher

*QUESTION 4

Please indicate the degree concentration you obtain ("See Resume" is not acceptable, if statement does not apply, please insert N/A)

*QUESTION 5

How many years of verifiable experience in commercial/industrial property leasing or acquisition, property manager or mall management do you have?

- ☐ Less than 4 years
- ☐ 4 to less than 6 years
- ☐ 6 to less than 8 years
- ☐ 8 Years or more
- ☐ No experience

*QUESTION 6

How many years of experience do you have in a senior level position in airports, Ground Transportation or project management related to the type of work being requested?

- ☐ Less than 1 year
- ☐ 1 years but less than 2 years
- ☐ 2 years but less than 3 years
- ☐ 3 years and more
- ☐ I do not have experience

***QUESTION 7**

What experience do you have in the ground transportation industry at an airport? See resume is not acceptable, (if no experience please insert N/A.)

***QUESTION 8**

What Ground Transportation technology have you used at an airport? See resume is not acceptable, (if no experience please insert N/A).

***QUESTION 9**

Please explain your experience negotiating agreements/contracts with Ground Transportation operators/vendors/Concessionaires/property management/commercial property leasing? See resume is not acceptable, if no experience please insert N/A.

***QUESTION 10**

What experience do you have with App based modes of transportation? See resume is not acceptable, if no experience please insert N/A.

***QUESTION 11**

Please select the Microsoft Products in which you have experience?

- ☐ MS Project
- ☐ MS Excel
- ☐ MS PowerPoint
- ☐ MS SharePoint
- ☐ MS Word
- ☐ MS Access
- ☐ I do not have experience

***QUESTION 12**

Please rate your experience with Excel.

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced
- ☐ None

***QUESTION 13**

Please rate your experience with Word.

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced
- ☐ None

***QUESTION 14**

Please rate your experience with MS Project.

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced
- ☐ None

***QUESTION 15**

Please rate your experience with MS Power Point

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced
- ☐ None

*** Required Question**